

FINAL

BOARD OF SELECTMEN'S MEETING

March 12, 2008

7:00 P.M. – MUNICIPAL OFFICE BUILDING – HANOVER NH

The meeting of the Board of Selectmen was called to order at 7:00 p.m. by Chairman Brian Walsh. Present were: Brian Walsh, Chairman; Katherine Connolly, Vice Chairman; Peter Christie, Selectman; Bill Baschnagel, Selectman; and Athos Rassias, Selectman. Absent: Julia Griffin, Town Manager.

1. PUBLIC COMMENT.

Chairman Walsh announced that Foster Blough passed away and asked for a moment of silence. Mr. Blough had served on the Hanover School Board and the Hanover Finance Committee in years past.

Chairman Walsh asked for any public comment. There were no comments from the public.

2. 3rd BUDGET HEARING:

- Public Works
- CIP
- Town Properties

PUBLIC WORKS

Chairman Walsh invited Peter Kulbacki, Director of Public Works, to speak to the Board. Mr. Kulbacki introduced Mike Chase, Director of Operations and Frank Austin, Fleet and Facilities Manager.

Mr. Kulbacki mentioned that they had major struggles with fuel and paving cost increases. Mr. Kulbacki reported that they are about \$20,000 over budget in overtime costs this year.

Selectman Rassias asked about the overtime budget for personnel. Mr. Kulbacki noted that the majority of the amount spent on overtime is related to snow plowing and pickup that needs to be done at night. There is also street sweeping that is done at night in the summertime.

Chairman Walsh felt that Public Works has done a good job keeping overtime costs down despite the uncontrolled factor of the weather.

Selectman Christie wondered if the Board should be adding money to the budget to handle the damage that was done over this past winter. Specifically, there are roads that have been washed out that are not included in this budget and whether they should add money to this paving budget. Mr. Kulbacki felt that they will be patching a lot of the damaged roads and rebuilding others and repaving will cost more than he felt the Town would be willing to spend. They have

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tried to cut their tonnage of paving but the price went up so to keep the budget in line with what they have tried to manage has been difficult.

Chairman Walsh asked Mr. Kulbacki what amount would make a difference in the paving budget. Mike Chase noted that reclaiming highways is the best way to spend the money because reclaiming the road can make it last longer. Mr. Chase provided examples to the Board as to alternatives for repairing the roads including reclaiming, shim paving and rebuilding. Ms. McClain noted that \$74,000 is in the budget for reclaiming. Mr. Chase noted that this was to do one mile of road. Selectman Christie would like to put another 1% into roads which is about \$70,000.

Selectman Baschnagel asked how soon they will know what the damage is from the winter. Mr. Kulbacki stated that they can pretty much tell now and there are some roads that can not be repaired with a patch. Mr. Kulbacki stated that in the next couple of weeks, they could report back as to what they are looking at for repairs.

Chairman Walsh stated that their objective is to close the budget discussions tomorrow. He would ask that DPW send information to the Board on the repairs between now at March 21st.

Vice Chairman Connolly asked about the sidewalk maintenance budget and noted a deficit in sidewalks on the west side of Crosby Street. Mr. Kulbacki stated that there are on-going sidewalk discussions for that area and this is in conjunction with some renovations that are forthcoming. Chairman Walsh would like to have a working session dealing with sidewalks. Ms. McClain noted that the sidewalk plan is on the CIP plan and there are policy decisions that will help inform that exercise.

Selectman Rassias asked about the wording regarding 'fully funding the pavement program'. Mr. Kulbacki stated that a few years back the budget was trimmed and the paving budget was cut back so some of the roads have been pushed off for repair so this is referring to the desire to fund this at the level to keep the roads on track for repair.

Chairman Walsh asked about the 45% cost increase in bio-diesel; he would like to see what the cost amount actually is and whether it's just bio-diesel. Mr. Austin noted that he checked bio-diesel prices (bio-diesel \$3.83/gallon versus regular diesel \$3.54/gallon) and at the time they were preparing the budget the Town was paying \$2.97/gallon for diesel and \$2.40/gallon for gas and now gas is over \$3.00/gallon. Chairman Walsh would like to add this to the list for further review.

Chairman Walsh asked why bio-diesel is 20% more expensive than regular diesel. Mr. Austin reported that the cost is driven by the market and one reason is that the farmers have caught on to being able to make money on the product and by-product used to make bio-diesel. The industry is looking at using animal fat to provide fuel. The prices have more than doubled since they started using this type of fuel. Vice Chairman Connolly confirmed that they need to stay with bio-diesel and they can't alternate this fuel. Chairman Walsh noted that Keene is doing some

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work with animal fat and asked whether Hanover was aware of this and keeping up with this and would like to see Hanover working with that community on this initiative.

Chairman Walsh stated that in looking at the fuel line item at \$190,000, he wondered whether they should be looking at adding a 25% increase. Ms. McClain could run the numbers and it will probably be about \$10,000 to \$15,000 and she will have the update tomorrow.

Vice Chairman Connolly asked about the streetlights around the green. Mr. Kulbacki stated that they are looking at changing all the globes to eliminate some of the glare. Selectman Baschnagel noted that in the area of W. Wheelock Street, it is very hard to see people in the area. He would like to make sure that everything is done to make these lights work to their fullest potential by removing tree limbs that are blocking lights, etc.

Chairman Walsh asked about electricity use and gallons of oil in relation to the assessment of streetlights in town and what can be more efficient or eliminated. Ms. McClain noted that Mike Evans was asked by Ms. Griffin to look at the safety of removing certain streetlights. Mr. Kulbacki noted that this study has not been completed yet. Vice Chairman Connolly asked about using less wattage bulbs. Mr. Kulbacki noted that there were other issues including having to pay tariffs to the electric company to change the lights or equipment.

Chairman Walsh would like to set goals for next year's budget with regard to streetlights. He would like to know what would need to be eliminated (with regard to streetlights) to reduce energy usage by 10% and 33%. Selectman Baschnagel would like to look into initiatives being done by the NH Co-op in the Plymouth area with regard to lower wattage lamps.

Selectman Rassias asked about the vehicle purchases and whether there is a fuel efficient truck available for these types of vehicles. Mr. Austin noted that there are not a lot of options for certain types of vehicles.

Chairman Walsh felt that for those vehicles that are not that heavy duty, there may be better options. Mr. Austin felt that there are some very viable options and the technology is out there. Mr. Austin also stated that the sidewalk machine is equipment that has limited alternatives. Mr. Austin noted that when he attended a summit in Atlanta for hybrid technology, there is a push to move this in the right direction.

Chairman Walsh asked about the amount of \$108,800 for road reconstruction. Mr. Kulbacki advised that the amount for the Inn corner traffic signals was included in this line item. Chairman Walsh would like signals broken down from road reconstruction.

Chairman Walsh would like to see a table of traffic signals that are energy efficient and those that are not. Ms. McClain noted that the upgrade at South Main Street and Lebanon Street reduced energy costs by 30%. Chairman Walsh would like to see this broken down by barrels of oil, etc.

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CIP

Ms. McClain noted that there were members from the Bike Committee present to speak to the possibility of using the small remaining balance in the Municipal Transportation Improvement Fund which is funded by an additional \$5.00 per vehicle registration fee.

Vice Chairman Connolly asked about the line item for the building and maintenance fund in the amount of \$100,000 to help fund the Howe Library roof repair and asked why this is going to be put into the fund this year. Ms. McClain noted that this amount is comprised of two items that exist in the FY 2008 budget. The expenditure of \$16,500 is Town's portion of certain renovations and this will not be in next year's budget. In the current fiscal year, final debt service payment on the Police Department and the Town office building will not need to be funded. Ms. McClain reported that there are certain large capital expenditures anticipated and with the building audits, this money could be used for energy efficiency initiatives. Vice Chairman Connolly asked if the budget was going to be kept up to the level of the bond that is expiring. Ms. McClain noted that this could be brought to zero or this money could be used to assist the capital reserve fund for major building improvements. Chairman Walsh would like to put this on the list for further review.

Mr. Austin reported that he did some research to try to establish upcoming expenditures, the Howe Library roof became an item on the list because there had been some leaks in addition to the police station roof. Mr. Austin feels that the list needs to be more fully developed from floors, windows and roof repair/maintenance and even though the number appears to be large, he feels that it may be on the low side. Mr. Austin noted that the energy audit will be ready the end of August. Vice Chairman Connolly noted that the list of possible projects would be helpful to the Board. Chairman Walsh would like to remove the Howe Library roof from this particular budget item.

Chairman Walsh asked about specialized equipment and whether there could be sharing with neighboring towns. Mr. Austin noted that part of the problem is that each town has only one of each of these particular types equipment and everyone needs it at the same time. Mr. Austin agreed that he will be looking at certain equipment and whether the Town should own the equipment or rent the equipment.

Barbara McIlroy spoke from the audience and stated that she noticed that age seems to be the criteria for replacement and questioned whether the equipment should be kept longer than the 5, 10 or 15 years. Mr. Austin noted that the odometer and the age of the equipment has less to do with the replacement schedule than the maintenance requirements. Mr. Austin reported that with equipment replacement, he is ideally looking for some sort of residual value to offset the original cost and the maintenance costs and they use the industry standards on some of the equipment. Chairman Walsh noted that the ladder truck was replaced at 30 years and he feels that DPW does a good job in making an economical decision on these replacements vehicle by vehicle.

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Chairman Walsh invited Hugh Mellert, Chairman Bicycle/Pedestrian Committee, to speak to the Board. Mr. Mellert introduced fellow members Doug Deaett, Roger Lohr and Tim Cox. Mr. Mellert stated that they were appearing before the Board to get a blessing to use money from the Municipal Transportation Fund to support two projects. The first project is to hire a consultant to look at a number of 'hot spots' to make recommendations and improvements on bicycle safety at a cost of about \$6,000. The second project is a bicycle mapping project in which they could 'piggyback' onto on-going efforts in the Town of Hartford with a cost of approximately \$2,000 to look at roads in Hanover and their level of bicycle friendliness. Ms. Griffin mentioned that there is about \$5,300 left in the Municipal Transportation Improvement Capital Reserve Fund and was offered as a possibility for funding these efforts. Mr. Mellert noted that they have also secured \$1,000 from the Hanover Improvement Society and are continually working on moving forward and looking at their funding options.

Selectman Rassias felt that this is very important and he is thankful that this group is coming together. He noted an increasing amount of people commuting to DHMC by bicycle and voiced his support of the work being done by the group.

Chairman Walsh is frustrated that work has gone into creating the Bicycle Committee and substantial amounts of money were invested in improvements to Lyme Road and there was no Committee input on these projects and there was granite and paving that should have been influenced. Chairman Walsh would like to see a set of design standards that are the beginning point for future development to avoid building additional problems.

Selectman Baschnagel noted that there is work planned in front of the Richmond Middle School in addition to projects planned on Lyme Road (Rivercrest) which should include criteria for bicycles in the area.

Selectman Christie asked for the final amount being requested by the Committee. Ms. McClain proposed adding a \$7,000 appropriation and a \$5,400 withdrawal from the Municipal Transportation Improvements Fund to fund the majority of the \$7,000. Chairman Walsh would like to know where the money is usually spent from the fund. Ms. McClain advised that historically this fund has been used for the roundabouts. Mr. Mellert stated that the larger portion of this year's fund is going to the traffic light project on Main Street. Mr. Kulbacki advised that part of the offset of the costs is the Inn corner.

Chairman Walsh would like to find the difference between the \$7,000 and the \$5,300 somewhere else besides the traffic lights. The intent was for things like bicycle and pedestrian improvements and would like to find the money for the traffic lights somewhere else. Chairman Walsh does not want this fund generally used for road improvements because originally it was about bus shelters, safe biking, walking paths, etc. Mr. Mellert noted that the majority of the fund was used in previous years for bike friendly storm grates. Selectman Baschnagel noted that the intent was to handle traffic related projects and not maintenance.

Selectman Christie would like to see what else is being taken out of this fund. Ms. McClain noted that the \$70,000 has been appropriated in the budget includes part of the traffic light

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replacement that has already been done and they are rebuilding the fund at \$35,000/year. Selectman Christie asked why the money could not come out of this fund. Selectman Baschnagel noted that the money would not be available until after Town Meeting May 2009.

Chairman Walsh requested that the Committee and Public Works join forces for the design of future projects and thanked the Committee for coming forward.

Chairman Walsh questioned the \$125,000 in dispatch equipment in 2012 and noted that there is a bond out for a significant amount of money and he would like to see how this all flows together and is not convinced that \$125,000 will be okay at that time. Chairman Walsh feels that the Town should look into how they transition to free software and look at this over the next 10 years. Selectman Baschnagel suggested including Corey Stevens in that conversation. Chairman Walsh noted that this was an item that he wanted to discuss in next year's budget.

Chairman Walsh asked about the parking facilities improvement amount of \$110,000 in 2011 for the replacement of the control equipment and felt that this was a short life for this item. Ms. McClain noted that this is for the arms going in and out of the facility that have had significant problems. Chairman Walsh would like to look at the options for this item.

TOWN PROPERTIES

Marjorie Rogalski, Cool Cities, thanked the Board for their consideration on carbon emissions and energy efficiency in their decision making. Ms. Rogalski asked if the money was going to be used for recommendations stemming from the energy audits. Chairman Walsh noted that they do not have an answer to that yet but they may set some money aside and there are a set of maintenance issues for the buildings and a set of energy saving opportunities for the buildings. Ms. McClain noted that there hasn't been anything additional budgeted in the Public Works budget for these initiatives. Ms. Rogalski asked if there would be money available to continue with energy audits of the Town buildings because only three buildings have been done so far. Mr. Austin noted that there would be additional audits but they would probably be done in the winter of '08-'09. Mr. Austin felt that more than likely it is a process and the Board may not feel comfortable in spending the large amounts of money that are recommended for some of the buildings. Mr. Austin reported that most issues brought up were insulation issues but some of them were complicated and will require further discussion at a later date. Ms. Rogalski hopes that in the upcoming years there are on-going energy audits and thanked the Board for putting in LED traffic lights. Chairman Walsh noted that on-line for tomorrow night's discussion is taking on the methane at the Water Reclamation Facility which should have a large carbon footprint for savings.

Chairman Walsh would like to propose turning off the air conditioning in all of the Town buildings and would like to use the savings to fund energy saving initiatives and asked Mr. Austin how much money could be saved by doing this. Mr. Austin stated that there are a number of different operation systems in the Town systems from the air conditioning unit placed in a window to elaborate systems such as the library that mixes air and does a number of different things. Mr. Austin noted that there were a number of things that were implemented to help with

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these systems and in '06 they subscribed to National Grid to do an energy conservation program to look at the Town's lighting and usage. Mr. Austin reported that by converting a number of lighting units, they saved \$5,000 annually at '06 price per KW. Mr. Austin felt that there were other ways to reduce their usage short of shutting air conditioning off. A predetermined temperature can be programmed into the systems. Mr. Austin reported that the window units are the most costly to operate and currently, the Fire Department and the municipal building have stand alone window units.

Selectman Christie reviewed the information provided to the Board and noted that he doesn't see the answer as to what the savings would be if they shut off all of the air conditioning. Ms. McClain noted that about \$2,600 would appear to be the savings. By eliminating a single air conditioning unit in the Town office, it saves around \$69.00. Mr. Austin noted that in the other buildings with the central units, the blowers are running all the time and the compressors run when the air conditioning needs to run through.

Chairman Walsh stated that the Town built in the need to constantly move air in the Library and the RW Black Center no matter what the temperature. Selectman Baschnagel noted that Charlie Sullivan did an energy audit with bar graphs that showed total consumption per building and it showed that the public safety building used considerably less energy than the Howe or the Black Center. Mr. Austin noted that the Public Safety building was not up and running and now all the rooms are up and running. Ms. McClain noted that there is a single meter than runs both the Police Department and the Fire Department.

Vice Chairman Connolly asked about the Howe Library and the electricity expense amounts that have tripled. Mr. Austin stated that there may be a way to pin this down to come up with the air conditioning figures and it was his thought that there are a few areas that they can work on efficiency wise. Chairman Walsh does not believe the numbers as presented and he feels that they have spent a lot of money on HVAC which will continue to waste irreplaceable resources.

Selectman Christie asked if there are any suggested standards for heating and for cooling. Mr. Austin reported that 65 to 76 is acceptable for a person to work in an office area. Selectman Christie would like to see what the Cool Cities Coalition would recommend. Selectman Rassias feels that there is a lot written on this topic including suggested temperature ranges. Mr. Austin called the system control technicians and depending on the range of the temperature, it may set the system into alarm. Chairman Walsh noted that the costs went up to \$44,000/year and they probably bought a system that was built for the last century. Selectman Christie noted that they are talking about a footprint impact and he does not want to make these limits so that the buildings are dysfunctional. Mr. Kulbacki stated that they can run the systems based on what really is needed. Mr. Austin stated that the Town has the ability to set the systems at a certain level but some of the deficiencies lie in the insulation of these properties.

Selectman Rassias question the temperature levels of the buildings currently and what they are set at. Mr. Austin stated the for wintertime daytime the temperature is set at 74 degrees and in the summer it is set at 65. Selectman Baschnagel suggested switching these around. Chairman Walsh would like a program from the Town administration which gives a set of

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recommendations to acquire data and options for next year to head in the right direction for the environment, the workers and the residents of the Town. Chairman Walsh suggested that they look at this in May with recommendations for the rest of the summer.

Selectman Baschnagel asked about burning the recycled oil at DPW. Mr. Austin noted that they are the only building burning that because of the way they are set up. Selectman Christie asked if they accept oil from the public. Mr. Kulbacki noted that they do not accept oil from the public because things could be mixed in with it and it then affects the operation of the furnace.

Chairman Walsh asked about the Municipal Telecom Infrastructure item. Ms. McClain noted that this is the fiber project and the Town was awarded \$92,000 from the Homeland Security Grant so the actual spending is the grant money along with what was appropriated. This is the fiber run that is going to be connecting the Lebanon Dispatch Center with the Hanover Dispatch Center and they are also going to be using that network system to improve the public safety infrastructure and the schools will be included as well. The project has been slowed through litigation so they have not been able to turn the network on. Chairman Walsh clarified that it would take \$34,000 to complete all Town facilities (except the Etna Road garage, the cemeteries and the schools) all being fiber connected including the connection to Lebanon. Ms. McClain advised that they can't get the money until the system is put in place and this can not go forward until the litigation is over.

Selectman Baschnagel looked at the actuals to date and he felt that the estimates are high by 10 to 20% for heating and electricity. Ms. McClain advised that this does not include the January bill and noted that with the change in National Grid's billing system could be the difference in the actuals.

Vice Chairman Connolly asked about the telephone bills generated from the Black Center. Ms. McClain noted that they are currently paying for extra lines which will not be needed when they get the fiber network.

Chairman Walsh would like to look at the buildings and see what they are costing on a dollar per square foot basis in next year's budget.

Chairman Walsh closed the hearing.

3. APPROVAL OF MINUTES
- February 25 and 27, 2008

Selectman Baschnagel MOVED to approve the Minutes of February 25, 2008 with minor changes. Vice Chairman Connolly SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF FEBRUARY 25, 2008 WITH MINOR CHANGES.

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Selectman Baschnagel MOVED to approve the Minutes of February 27, 2008 with minor changes. Vice Chairman Connolly SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF FEBRUARY 27, 2008 WITH MINOR CHANGES.

4. ADMINISTRATIVE REPORTS.

There were no Administrative Reports.

SELECTMEN'S REPORTS

Peter Christie

Selectman Christie had nothing to report.

Kate Connolly

Vice Chairman Connolly reported that the Planning Board met and discussed possible changes to the site plan regulations. The Planning Board also had a chance to examine the Rivercrest application for the second time and made one minor lot line adjustment.

Bill Baschnagel

Selectman Baschnagel attended the Planning Board meeting and they reviewed a proposal to add beds to a fraternity and in turn required the College to add 3 parking spaces to cover it.

Selectman Baschnagel reported that the Planning Board requested that the proposal for the new soccer field include a provision that in the next two years, they must report on the progress to drill a well as opposed to using Town water for irrigation.

Selectman Baschnagel reported that the Conservation Commission met tonight and they reviewed and resolved questions regarding the Chieftain Motel dock to be installed this spring. There were discussions regarding Rivercrest with regard to open space and they will provide feedback to the Planning Board on that.

Athos Rassias

Selectman Rassias had nothing to report.

Brian Walsh

Chairman Walsh had nothing to report.

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6. OTHER BUSINESS.

There was no Other Business reported.

7. ADJOURNMENT.

Vice Chairman Connolly MOVED to adjourn the meeting. Selectman Baschnagel SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:37 P.M.

Respectfully Submitted,

Athos Rassias, Secretary

Minutes prepared by Elizabeth S. Rathburn.

SUMMARY

1. **Selectman Baschnagel MOVED to approve the Minutes of February 25, 2008 with minor changes. Vice Chairman Connolly SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF FEBRUARY 25, 2008 WITH MINOR CHANGES.

2. **Selectman Baschnagel MOVED to approve the Minutes of February 27, 2008 with minor changes. Vice Chairman Connolly SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF FEBRUARY 27, 2008 WITH MINOR CHANGES.

3. **Vice Chairman Connolly MOVED to adjourn the meeting. Selectman Baschnagel SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:37 P.M.