

FINAL

BOARD OF SELECTMEN'S MEETING

March 13, 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. Also present was Julia Griffin, Town Manager (via speakerphone).

1. PUBLIC COMMENT.

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

2. REPORT OF THE SELECTMEN'S ADVISORY COMMITTEE RELATIVE TO THE FY 2008-2009 PROPOSED BUDGET FOR THE DOWNTOWN MARKETING ASSESSMENT DISTRICT.

Chairman Walsh spoke on behalf of the Advisory Committee in Jim Rubens absence. He advised that both the Downtown Marketing Association (DMA) and the Advisory Committee requests to continue the \$50,000/year to support the efforts of the DMA.

Chairman Walsh MOVED to appropriate \$50,000 to support the efforts of the Downtown Marketing Association. Vice Chairman Connolly SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY IN FAVOR OF APPROPRIATING \$50,000 TO SUPPORT THE EFFORTS OF THE DOWNTOWN MARKETING ASSOCIATION.

3. 4th BUDGET HEARING:

- Howe Library
- Etna Library
- Board of Selectmen
- Town Manager
- Human Resources
- Administrative Services
- Assessing
- MIS
- Social Services
- Planning & Zoning
- Approval of Proposed FY 2008-2009 Budget

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HOWE LIBRARY

Mary White, Director, introduced Ellen Lynch, Assistant Director and presented new library cards and library books to the Select Board. Chairman Walsh welcomed Mary White to the budget hearing as it was her first as Director for the Howe Library.

Selectman Christie felt it would be helpful to know what the average taxpayer in Hanover pays for library fees since the charge to non-residents is going up to \$115.00/year. Ms. McClain noted that they would get this figure for the Board.

Chairman Walsh asked about Microform and Ms. White noted that this covered microfilm and microfiche. Chairman Walsh thought that this media was outdated. Ms. White clarified that newspapers are still on microfiche.

Vice Chairman Connolly asked about charges from MIS and whether the \$42,000 covers the cost of the new network. Ms. White clarified that this was the charge for the new network and that the server might be shared with DPW. Chairman Walsh confirmed with Corey Stevens that if the fiber project goes forward, this will be a shared system.

Chairman Walsh asked for clarification in the section on the public services. Ms. White gave a breakdown of the employees that are part-time and full-time and their various functions. Chairman Walsh confirmed with Ms. White that there are no proposed additional full-time employees. Chairman Walsh asked about the increase of 7.7%. Ms. White advised that this was for an employee that went to full time. Ms. McClain noted that there was a misclassification of one employee and there were some hours that were being taken as technical services and the swing between the two is the correction of that part-time staff person.

Chairman Walsh asked about substitutes working at the Library. Ms. White advised that these people work on a seriously part-time basis covering illness or attending trainings and those 4 hours are charged to the regular part-time line but if someone is sick it comes out of the substitute line. This item has always been underfunded and overspent so they are asking for the increase to be in line with actuals.

Selectman Baschnagel noted a decrease in technical services part-time and was concerned that the salaries are going up at a greater rate in the Library than the rest of the personnel staff. Selectman Baschnagel stated that generally staff increases are around 3 - 4%, part-time public services are up 8.7%, public service substitutes are up 50% and although the Library may be filled with part-time people, they are going up at a greater rate on a percentage basis without a change in hours of operation. Ms. White stated that the 13.3 full-time employees haven't changed much in the last 10 years. Ms. McClain noted that Ms. White carefully reviewed the schedule and anniversary dates to make sure that they were raising these at the appropriate rates. Ms. White noted that there is a 7.8% increase in public service pages. They have 3 elderly women who earn \$8.50/hour and she was hoping to increase their wages to \$10.00/hour and one at \$10.50/hour which she was hoping to raise to \$12.00/hour.

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Ms. White noted that there are two items on the wish list. There is an employee who works 33 hours a week and she is hopeful that they can increase her hours to 35 hours a week so that she can be eligible for benefits. Ms. White expressed her appreciation to the Board of Selectmen.

ETNA LIBRARY

Chairman Walsh invited the Etna Librarian, Barbara Prince, to speak to the Board. Ms. Prince noted that Mary King is the Assistant Librarian and that the Library has increasing circulation and programs. Chairman Walsh confirmed that the Etna Library is open 24 hours per week. Selectman Baschnagel asked how many people uses the wireless access at the Library. Ms. Prince advised that this was put on-line about 2 months ago and it has been popular but she doesn't think that people are aware that they have it available. Ms. Prince noted that one of the items on the wish list was to be open on Wednesdays which is early dismissal days for the schools. If the Town budgets 2 hours for the Library, they would then add 4 hours on Wednesday. Ms. Prince advised that she would add 2 hours to her schedule and Ms. King could be there for 4 hours on Wednesdays. Selectman Baschnagel asked about volunteers. Ms. Prince advised that they have about 25 volunteers who work the Saturday hours.

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Ms. McClain noted that in the Town Manager's budget there are a couple of new items; \$12,000 for the sustainability workshop, an adjustment to reflect Ms. Griffin's adjusted salary, and a request for proposal for audit services and the audit fees are going up to \$35,000 total. Ms. Griffin (by phone) pointed out that they were left with one bidder so there was not a lot of choice but the firm will do a good job. Chairman Walsh noted that for every non-profit board that he is on, they are seeing the costs of auditing work increasing.

Ms. Griffin reported that Larry Litten and Lyn Swett-Miller had done a lot of work to find someone who could help with a watershed community workshop and the recommendation was to engage with a consultant out of Cambridge MA. The program is called 'The Natural Step' the consultant came highly recommended and her services were a perfect fit for Hanover right now and the goal would be to engage a larger circle in the community.

Vice Chairman Connolly commented that auditing firms are on the edge due to an incident in New Castle and there was clearly fraud and conspiracy so all firms are being more careful.

Chairman Walsh would like to see the sustainable budget separate from Cultural Exchange and other programs within the Selectmen's budget.

Selectman Baschnagel asked about CATV and whether the Planning Board meetings are going to be broadcast regularly. Ms. McClain advised that CATV is ready to go forward with this. Ms. Griffin advised that CATV does have space available for these meetings to be broadcast and that this would not cost anything.

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HUMAN RESOURCES

Myra Johnson, Director of Human Resources, introduced herself and noted that she does not have a complex budget. Selectman Baschnagel noted that she has done a great job getting people involved in the wellness efforts. Ms. Johnson advised that the Anthem projects are very successful with the incentives being offered.

Ms. Johnson would like to get a grant to kick off the wellness initiatives. The only real option that they have at this point is to get employees involved in their own health care and she would like to be able offer every eligible employee the opportunity to be tested for glucose, cholesterol and blood pressure and then re-test them in about 9 months to determine if this has helped with their general health. Ms. Johnson noted that LGC has indicated that Hanover may be used for a pilot program to help kick off these initiatives. Ms. Johnson noted that Hank Tenney was generous in possibly allowing employees to work out in the basement of the R.W. Black building and she would be asking for an extra \$1,000 to help transform this room. Ms. Johnson stated that she is challenging the Fire Department to get involved in this endeavor and could assist with taking blood pressure readings.

Chairman Walsh noted that Ms. Johnson's job is much harder than it may appear and stated that she is doing a great job.

ADMINISTRATIVE SERVICES

Ms. McClain stated that the Administrative Services budget is increasing nominally. The Accounting Office is now located upstairs and there were some internal promotions. There are no proposed increases in resources and they have identified several areas where the Town is saving.

Chairman Walsh moved on to Unallocated Costs. Ms. McClain advised that once fiber is up and running and the Dept Heads can access the server, the budget will be prepared differently and at that time they will begin to allocate fringe benefits to better reflect the costs of those services. The amounts shown under Unallocated Costs have not been allocated to services.

Chairman Walsh asked Ms. Griffin about the status of the fiber network. Ms. Griffin stated that the lawsuit filed by SegTel has delayed the use of the fiber which was due to be up and running January 1, 2007. Ms. Griffin is anticipating that this will be a total delay of 4 to 6 months and that is assuming a favorable outcome in the Court. Chairman Walsh confirmed that there are 2 suits going on currently. Ms. Griffin stated that there is a suit in Superior Court and another suit in Federal Court and to date it has cost approximately \$70,000 in legal fees.

Ms. McClain gave some highlights of the proposed budget. She noted that the tax levy reflects a 0% increase in the tax rate but the tax base goes up. The proposed overlay increase is \$30,000 which is an allowance for property assessment appeals and they anticipate an increase in this area due to the state of the economy. The Town renegotiated their Bank relationship by switching to Citizens Bank and have realized a better yield in the budget. Ms. McClain noted

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that in the expense portion of the budget, there was a dramatic increase in the legal fees. She noted that the Town's debt service has gone down due to the public safety building bond being paid off.

Ms. McClain reported that the Town has been given a benefits guarantee that health insurance premiums will not exceed an 11.3% increase. She noted that the Town has been very careful about budgeting by the individual to keep the budget lean and this is being projected as if those costs are fixed but that could change at any time.

Vice Chairman Connolly asked about the investment income and the anticipation that this will increase. Ms. McClain advised that there are more taxes being collected so the amount of interest will continue to grow and there is a forecast that the Fed rate will be cut a full percent going forward.

Ms. Griffin noted that by changing their banking services, the yield that Citizens Bank provided added an additional \$20,000 in income. Chairman Walsh wanted to add the increase in overlay onto the review list. Ms. Griffin noted that this is supposed to be a one-time increase in overlay and is not meant to be permanent. Chairman Walsh is concerned that if they are wrong about this, the amounts ultimately could be taken out of Undesignated Fund Balance. Ms. Griffin confirmed that this could affect the increase in Undesignated Fund Balance.

ASSESSING

Chairman Walsh invited Mike Ryan, Director of Assessing to speak to the Board, Mr. Ryan reported that the \$10,000 to go toward the revaluation budget this year was to take into consideration taxpayer hearing, mailings, clerical support and clean-up in the Fall so they can get a bill out to residents in a timely manner. The \$10,000 to go into the Revaluation Reserve is to build-up for the next revaluation in 2013. Mr. Ryan stated that the changes in this year's proposed budget are primarily in the salary adjustments, replacement of computers through MIS and the overlay. Chairman Walsh asked if the \$25 million increase in the taxable Grand List is high enough. Mr. Ryan advised that the bigger projects have already come through in the last couple of years. The volume and the dollars on the projects have gone down and it is a reflection of the state of the economy. Chairman Walsh asked about the South Block. Mr. Ryan advised that the bakery will be coming on-line this year and the front part of the building will have a partial impact because it will not be done by April of this year. Chairman Walsh asked what Mr. Ryan's thoughts were on the overlay request. Mr. Ryan advised that with the general economic climate there has been a drawback of economic activity and he feels that there is a lot of volatility in the market right now and if a mistake is made, it doesn't take much to use up those funds.

Selectman Christie asked how the volatility of the market affects the overlay. Mr. Ryan advised that people are more likely to challenge the decisions.

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MIS

Chairman Walsh invited Corey Stevens, Director, to speak to the Board.

Selectman Rassias asked about the software maintenance contracts and software upgrades which is up 18% and questioned what was driving this amount. Mr. Stevens advised that it is due to added software for permitting and an increase in support for IMC for the Fire Department. Ms. McClain advised that the Innovative contract is \$26,000, the payroll system is \$13,000, IMC for the Police Department remains at \$11,000, parking and AIM system at \$3,500 and she has a list of all the administrative applications that make up the figure. Ms. McClain noted that the support costs provide the Town with certain products that they would have to locate such as DMV and tax rates. Chairman Walsh would like to see the \$100,000 expense broken down and would like to see where Freeware could be used and felt that this was a big number and there should be some alternatives. The Planning and Zoning permitting software should be a pretty simple database so \$8,500 seems to be high.

Selectman Baschnagel asked about the purchase of 30 computers. Mr. Stevens noted that they are trying to determine when to switch to Vista.

Vice Chairman Connolly asked about the charge for the Howe Library server being listed here and in the Howe Library budget. Ms. McClain noted that there is an internal transaction charged out to the Library from Mr. Stevens' budget. Selectman Baschnagel asked how old the network is at the Library. Mr. Stevens advised that it will be either 4 or 5 years old. Mr. Stevens advised that there needs to be enough money to build big enough drives to serve two different departments.

Selectman Baschnagel asked if there was anything in the budget to facilitate the maintenance and usability for the Town website. Ms. McClain noted that there is a \$5,000 item on the wish list to look at canned municipal products that would assist in the launching of data. Ms. Griffin noted that Mr. Stevens is the webmaster in addition to his other duties and they couldn't afford to put it in the budget and meet the target.

HEALTH AND WELFARE

Ms. McClain advised that the Health and Welfare budget is apart from the social service agencies to budget the community contribution to support the Hanover Ambulance service and it has gone up to reflect the per capita costs. Ms. McClain reported that Myra Johnson is also the welfare officer and they have flat budgeted their general assistance and the Town is required to provide those services but it is unpredictable.

Chairman Walsh invited Mr. Chambers to speak for Bonnie Clac. Robert Chambers, President and Founder of Bonnie Clac, advised that this is an agency that provides automobile and credit assistance to low income people. He reported that they have received a \$1,500 grant from Enfield where they only assisted 10 people and they have assisted 54 residents and people that come into the Town of Hanover. Selectman Baschnagel asked how many residents are served in

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the Town of Hanover. Mr. Chambers advised that their agency served approximately 10 residents of Hanover. Chairman Walsh stated that when Bonnie Clac first came to the Town it was supposed to be seed money and then within about three years they would become self funding. Chairman Walsh asked Mr. Chambers when they would no longer need municipal funding. Mr. Chambers noted that the organization did receive a large grant to spread throughout the country and feels that they will become fully self-sustaining in 7 years. Chairman Walsh asked if Enfield and Hanover are the only towns that contributed. Mr. Chambers advised that they are making requests throughout but they missed the opportunity for support from Lebanon and the United Way rejected their request. Chairman Walsh supported the efforts of Bonnie Clac but he would like to see some return on their investment by not having to continue having their taxpayers support this when other communities are not assisting. Selectman Baschnagel would like to add Bonnie Clac to the list.

Ms. Griffin stated that one of the issues that they agonize over is what role the Town should play with social services agencies, this year there are two new agencies seeking funding over and above what they have previously funded. She personally feels that it is not appropriate for the Town to provide charitable donations directly through tax proceeds to agencies that don't provide services that the Town would have to provide through their welfare operations. Ms. Griffin feels that Bonnie Clac sits on the edge between the types of services that the Town would have to provide as a welfare agency of the State if Bonnie Clac did not provide this service. Ms. Griffin feels that with the current economy she anticipates that there will be a steady increase in agencies requesting funding without being able to draw the connection to essential welfare services. Chairman Walsh feels that this agency should be funded out of the Transportation Trust Fund and not out of property taxes. Mr. Chambers advised that they are getting more sophisticated in their offices and separating out the overhead and in the next year or two they will be ready to make a financial statement and he feels they will be self sustaining in the next couple of years.

Chairman Walsh announced that the Family Place has requested \$2,000. No one was present to speak to this item.

Chairman Walsh invited a representative for the Grafton County Senior Citizens Council to speak to the Board. Roberta Berner, Exec. Director and Jill Vahey, Director of the UV Senior Center, reported that they have spent more time with the Summer Park residents and there has been an increase in transportation needs. Ms. Berner reported that there are people other than low income housing folks are using the services and elder care services are stable and growing in the Town of Hanover.

Ms. Vahey reported that they started a satellite program at the Senior Center providing meals twice a month and it appears that their first attempt was very successful. Chairman Walsh noted that when the Community Counselor retired, the Grafton County Senior Citizens Council picked up a significant piece of this job and he confirmed that this is going well from the Town's perspective. Chairman Walsh asked about the \$1,000 increase in the request. Ms. Berner advised that this is an increase in the cost for transportation and elder care and their costs have increased dramatically in the last year.

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Selectman Baschnagel asked how things are going for the coordination of transportation services in terms of reducing the duplicative efforts. Ms. Berner noted that Advance Transit (AT) has started their ADA transit services and if you live within $\frac{3}{4}$ of a mile of a fixed route and you're going within $\frac{3}{4}$ of a mile within a fixed route, you are well taken care of. If you don't fit into the criteria, that is where the services of the GCSCC take over. The GCSCC have served people who live as far as Hanover Center and she cannot recall turning anyone away. Selectman Baschnagel asked if they ever refer people to AT if they are within their criteria. Ms. Berner reported that the coordination is a work in progress on the State level and she and Van Chesnut serve on the State Coordinating Council for Community Transportation. She also reported that they need to coordinate dispatching. Ms. Berner stated that there are a lot of plans in the works within the State where dispatching, fuel and maintenance are issues that need additional coordination. Selectman Baschnagel asked if there would be options for AT and the GSCC to work together for dispatching services.

Chairman Walsh thanked them for their presentation and their services.

Chairman Walsh invited Mike Cryans to speak on behalf of Headrest. Mr. Cryans reported that they are requesting \$7,000. Mr. Cryans gave an overview of the services provided by Headrest including a 24-hour hotline (in its 300,000th hour), substance abuse counseling, adolescent treatment initiatives, counseling for the County Jail, Grafton County Drug Court, intensive outpatient services, and couple nights a week they have NA Meetings. Mr. Cryans reported that 2% of their funding comes from their clients and the donation request from the Town would be 1%. They have a \$700,000 budget in which they rely on the State, donors and contributors such as the United Way, and the 11 Towns from which they receive money. Mr. Cryans announced that on Tuesday and Wednesday, Headrest will have 8 Hanover High School students doing some community service which will help to clean the place and they will spend some time teaching these students about what they do.

Chairman Walsh thanked Mr. Cryans for his presentation and the work they do.

Chairman Walsh announced that LISTEN has requested \$1,000. No one was present to speak on behalf of LISTEN.

Chairman Walsh invited representatives from the VNA and Hospice to speak on behalf of their request.

Dick Carney, Board Member of the Visiting Nurse Association and Hospice introduced Jan Stryker who was new to the agency in the area of Development of Community Relations. Ms. Stryker thanked the Board for their past support. Ms. Stryker advised that the VNA/Hospice provide homecare from pre-birth to end of life and in the last year clinicians made over 4,200 home visits. Ms. Stryker advised that they have seen a huge increase in requests for services this year. The average cost per visit is around \$129. Ms. Stryker reported that without the services of VNA, the Town will see an increase in emergency calls to meet the need of the families going into crisis. Ms. Stryker advised that they are a non-profit agency and the reimbursements never

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cover the cost. The goal of the VNA/Hospice is to get to the average of \$4.00 per capita and they are requesting \$22,700 which is \$2.96 per capita which is a lot lower than the average.

Mr. Carney shared a personal experience with the VNA/Hospice in which his friend was thankful that he could take care of his mother near the end of her life and added that there is value that is difficult to put a price on. Ms. Stryker stated that they appreciate any increase that the Town could consider.

Selectman Christie asked about this rate of increase and how long it would take to get to the \$4.00 per capita average. Mr. Carney didn't want to hit the Town with the increase that quickly. Ms. Stryker noted that they asked for a 7% increase last year and this year they are asking for a 10% increase with their services increasing by 20%.

Chairman Walsh feels that there is a good argument that some of this should be paid out of Medicare or Medicaid and the ability to allow people to stay in their homes is a great asset and they would request that they talk to their representatives. Selectman Baschnagel asked what percentage of costs are reimbursed through various insurance programs. Ms. Stryker noted that Medicare reimburses at around 65% and Medicaid reimburses in the area of 15-20% and there is also private insurance which covers some of the costs.

Posie Fowler voiced her support of the VNA and reported that coverage for their services has been cut back. She has an aunt that is 102 and she can not get VNA coverage.

Chairman Walsh moved on to West Central Services. Suellen Griffin, CEO of West Central Services, gave an overview of the services that West Central Services provides including behavioral health services, substance abuse services, emergency 24-hour/day 7 day/week services and in-home case management services when necessary. Ms. Suellen Griffin reported that they do receive Medicare and Medicaid but rely on their fundraising, private donors and the 22 towns that they service. They base their requests on \$1.25 per capita and last year they serviced 117 Hanover residents of which 26 were children. She finds that there is a perception of the agency and if they end up in the red in the bottom line, someone takes care of it and it is not true. They try to balance their budget and there is no one bailing them out of their financial situation at the end of the year. This agency is viewed as a larger agency than they are. Ms. Suellen Griffin expressed thanks to the Board for their support and advised that they try to find new ways to fund their programs.

Chairman Walsh thanked Suellen Griffin for her presentation.

Chairman Walsh invited a representative from WISE to speak to the Board. Ms. McClain reported that Peggy O'Neill could not make the meeting but expressed her appreciation for the Board's support.

Chairman Walsh wanted to confirm that WISE receives money from other towns. Ms. McClain confirmed that this is the case.

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Chairman Walsh announced the request from Youth-In-Action. Jessica Eakin, Director, gave an overview of their services and announced that next week they are celebrating their 25th year. They work with the Chamber and other non-profits to provide volunteers. There are more and more volunteers involved in the community projects. Chairman Walsh confirmed that Youth-In-Action receives \$6,000 from Norwich. Ms. Eakin reported that their donations vary from year to year and she thanked them for their support.

Chairman Walsh announced the request from the Upper Valley Humane Society. Jill Harris, President and CEO of UVHS reported that they underreported some of their activities for 2007. Ms. Harris advised that they served 600 families in Hanover and spoke generally of the work that they do including dealing with lost and found pets, surrendered pets and she expressed appreciation for the Board's support.

Ms. Harris noted that Hanover was the first town that supported the UVHS and this year they are requesting funds from Hanover, Enfield and Plainfield. Ms. McClain noted that the police budget has a line item for animal control and they have negotiated a fee for service agreement when officers drop off stray animals at the Humane Society. The Board asked to increase the line item and renegotiation of the contract to provide a fixed fee agreement. Ms. Harris noted that the service agreement only covers a certain subset of what they do and they get about 30 surrendered pet each year. Ms. Harris stated that because the Town supports the Humane Society, Hanover animals get priority over outsider towns. In terms of the strays that come in, a benefit is that any Hanover citizen can bring in a stray animal with no charge to them. Chairman Walsh stated that they may be looking at moving this issue out of social services and more within the Municipal services funding area.

Chairman Walsh announced the New Hampshire Association for the Blind. Ms. McClain noted that the representative for this agency was unable to attend. Ms. Griffin wondered if they have received any funding from the other towns they serve. Selectman Rassias noted that in the application paperwork they are requesting funding from 11 towns. Chairman Walsh reported that this is a warrant article and would like to learn more about this. Ms. Griffin had reservations as to whether this was more of a charitable donation than an acknowledgement that without this work the Town would be required to provide these services. Selectman Christie was surprised that this item was accepted so easily at Town Meeting.

Chairman Walsh would like to have a conversation about policy between now and next year's budget in dealing with social services.

Chairman Walsh announced the Tri County Cap request. No one was present to speak to this item.

Chairman Walsh moved on to the request by CASA in the amount of \$500.00. Henry Herndon was present to speak on behalf of CASA's request and believes that this is the first request to the Town of Hanover. Mr. Herndon explained that CASA stands for Court Appointed Special Advocate and has been in service for 18 years in NH which has a lean administrative staff that provides supervision to over 400 volunteers. CASA works with the Department of Children

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Youth and Families (DCYF) and West Central Services. CASA needs to be in a position to handle 600 cases by the end of 2009 which will dictate the additional trainers for volunteers as well as supervision.

Chairman Walsh noted that this will be a special article on the Town Meeting Warrant and he suggested that someone from CASA be present to speak to the general audience. If the item passes for 3 years in a row, it automatically gets included in future year budgets. Chairman Walsh wondered if this should have been funded through the Courts instead of through the Town.

Chairman Walsh announced the request from Outreach House. Susan Shinn, Administrator, reported that Outreach House was founded to maintain affordable housing for the elderly. They have 9 bedrooms and there were 16 people living at Outreach House and all are connected to Hanover by either living here or working here. The cost is \$3,070 per month for a person to live in Outreach House and they are looking for support to cover that cost.

Carol Weingeist, reported that fundraising is done every year and they apply for grants as well but when they have a vacancy, it stresses their budget. They would appreciate one month's rent for one resident, as requested; \$3,100 will give them a buffer to continue to pay their operating costs. Ms. Weingeist stated that they do get a break in their property taxes because they are not-for-profit and noted that there are 3 Dartmouth Grad students who provide nighttime coverage so they are not required to provide nighttime staff.

Ann Chamberlain, lives in Hanover, offered her own personal experience with Outreach House in that her 93 year old mother lives there and it has provided great joy to keep her in the community. Her mother is a graduate of Hanover High School (Class of '32) and having her at Outreach House provides the family with peace of mind when they have to leave for vacation.

Ms. Weingeist also reported that the Hanover Police Department Union adopted Outreach House and they gather to do activities such as barbecues for them and retired Hanover Fire Chief John Whitcomb does yard work.

Peter Runstadler serves on the Board of Outreach House. He gave a testimonial for Outreach House and stated that Outreach House sets an example in Hanover and hopefully in other towns that a place like this should exist for the increasing elderly population. There is always a tight budget and with the increase in costs in fuel, food and in trying to balance the budget, last year there were 4 empty rooms. The request of \$3,100 would really help them balance their budget.

Chairman Walsh thanked them for the work that they do.

Chairman Walsh noted that ACORN did not file an application. No one was present to speak to ACORN. ACORN was taken off the list.

PLANNING AND ZONING

Chairman Walsh invited Jonathan Edwards to speak with regard to his budget. Mr. Edwards advised that the Planning and Zoning Budget proposal does not include any new endeavors except the new software and an increase for trail maintenance as part of the conservation budget.

Selectman Baschnagel asked about the annual support cost for their software. Mr. Edwards was told it is a one-time purchase including training for staff and other than upgrades on occasion there is not supposed to be an annual fee. Chairman Walsh noted that this is another item that should be looked at for freeware. Mr. Edwards agreed that they should look at this prior to purchasing the software. Ms. Griffin noted that there was an item on the wish list that she could not see funding this year which was to develop a GIS system and there is a cost estimate for one of them which is just too much of an investment and she believes that there is a working group that will look at lower cost alternatives. Ms. Griffin noted that Mark Goodwin from Lebanon gave them an estimate but she did not put it in the budget because they would not be able to meet the budget goal.

Vice Chairman Connolly stated that the Regional Planning Commission (RPC) has instituted a facility with a GIS person to run it. Ms. Griffin felt that if Hanover supported this effort it would make more sense than trying to reinvent the wheel.

Vice Chairman Connolly asked about the Conservation Commission transfer to Designated Reserve, transfer to Conservation Fund and Transfer to Trust Fund. Ms. McClain clarified that each year the Town generates a certain amount of revenue from the land use change tax. The transfer in from Designated Reserve is the money raised the previous year that was appropriated at Town Meeting and pulled out of reserve with half going to the Conservation Fund and the other half to the Land and Capital Improvements Fund. The transfer to Designated Reserve is taking the current year's Land Use Change Tax and placing it on the books in the Designated Reserve and because of the State's budgeting requirements; they have to appropriate the transfer into the reserve.

APPROVAL OF THE PROPOSED BUDGET

Chairman Walsh started the review of the wish list.

Etna Library

Vice Chairman Connolly would like to add the \$2,000 for the Etna Library on the list.

Howe Library

Selectman Baschnagel did not want to add the extra hours for the Howe Library. He doesn't see what the increase in the services would be just to bring the person up to an amount of hours where they could receive benefits.

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Chairman Walsh felt that if Ms. White would like to move positions around within her department and do so within the constraints of her budget, he would support that but he doesn't want to add the money to the budget to do this. He also advised that he doesn't like the Select Board make decisions on specific positions such as these that are requested.

Selectman Rassias reported that there were some strong sentiments about this from the Howe Library Board. Chairman Walsh stated again that he doesn't have a problem with this being done but is against adding money specifically to do it. Ms. Griffin stated that the challenge is that it hits both benefits and salary. Selectman Baschnagel supported the Chairman's position. Selectman Christie asked if this would be retroactive. Ms. Griffin stated that this would be a new expense.

Human Resources

Selectman Rassias asked why the requested amount is so large (\$9,000). Chairman Walsh felt that this was a good thing to do but he thought there might be ways to do this in cooperation with DHMC and other Town Departments and would rather not put this out to contract it but rather find a way to make it happen.

Selectman Rassias advised that there are two items. One is to do the screening and the other is to provide an exercise area. Selectman Baschnagel pointed out that the Fire Department has exercise equipment available to all employees. Ms. McClain noted that Myra Johnson had mentioned that she had started conversations with the Fire Department. Ms. Griffin didn't feel that this needed to be funded this year and that there are great resources within the Upper Valley. Chairman Walsh wanted to express his support but that he would encourage looking to other agencies to assist.

MIS

Ms. McClain noted that the amount requested (\$5,000) was to get the website improvements started. Ms. Griffin felt that they should look to fund this next year and wait to see what happens with the Howe website and see if they can piggyback on these improvements. Selectman Baschnagel stated that he is puzzled as to why Penny Hoisington can post things to the website when no one else can. Ms. Griffin noted that this is an internal training issue. Chairman Walsh noted that the Chamber of Commerce is re-doing their website also and he would like to have a conversation as to what the website needs to be.

Police Department

Ms. Griffin noted that they have looked at placing warning lights near each of the schools and rather than try to fund them in next year's budget, try to pilot this with funding from the Municipal Transportation Improvement Fund. Chairman Walsh felt that this should not come out of that budget.

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Selectman Christie asked what was driving this request and whether this would have a payback period within a couple of years. Ms. Griffin noted that there is one pedestrian flashing light on West Wheelock and this came up as there were increased discussions about safety near the High School with regard to traffic speeds and jaywalkers. If they could look for grant funding, they might pilot this at the High School and then aim to do something for the other schools as well. Selectman Baschnagel urged Ms. Griffin to think in terms of a couple of companies that make the flashing light and speed indicators that are solar powered, relatively inexpensive and mobile. Ms. Griffin noted that they priced out those units and Lt. Evans would have pricing on those items. The Board decided not to move forward with that.

Chairman Walsh asked about the \$7,500 for the opticom sensors and whether this item would save the Town money. Ms. McClain advised that it would not. Selectman Baschnagel would like to see a grant pursued.

Public Works

Chairman Walsh announced the request for landscaping and a gate at Shed 2. Selectman Baschnagel felt that the landscaping is evolving and a lot of work has been done and he's not sure that a gate is necessary. The Board removed this from the list.

Fire Department

Chairman Walsh asked how many vehicles have been fitted with the opticom. Ms. Griffin advised that none of the public safety vehicles have them. She would encourage looking at possible grant funding. Chairman Walsh would like to see this included in the new police vehicles.

Chairman Walsh announced that there was a request under Fire Prevention for an additional 4 hours a week for Inspector Jerry Frankenfield. Selectman Baschnagel noted that there were discussions to train other personnel to be backups. Ms. Griffin noted that there are two people that are being trained.

Chairman Walsh moved on to the request for funds to paint the Etna Fire Station. Ms. Griffin has a hard time spending a lot of money on this old building. Selectman Baschnagel suggested that the Town buy paint and have volunteers paint the building. John Hochreiter advised that they could get volunteers to paint the old station.

General Fund

Chairman Walsh and the Board agreed to accept the \$5,000 from the addition of dispatching services to Cornish and leaving \$5,000 in the dispatch overtime budget.

Chairman Walsh wanted to deal with the Humane Society services issue differently next year but for this year, it remains as requested.

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Chairman Walsh went on to the item of reducing permit revenues to shift additional permitting fee revenue to the Fire Fund to fund the part-time Fire Inspector. Chairman Walsh felt that this function, to the extent that it's new construction, should be fully funded by building permits next year. Selectman Baschnagel agreed that this should be the case to the extent that it is new construction. Ms. McClain is not sure that they have the data to know. This will be an item for review next year.

Department of Public Works

Chairman Walsh advised that the Select Board will consider adding 1% or \$70,000 on March 24th.

Selectman Baschnagel noted that there is a sidewalk made of gravel on Crosby Street. Ms. Griffin reported that this is College property and not Town owned right-of-way. Ms. McClain noted that Peter Kulbacki reported on this and there were two options discussed with Dartmouth. One was to pave over the dirt path which is a well travelled path and Dartmouth maintains it and Mr. Kulbacki reported that Dartmouth intends to construct a sidewalk there as part of the stadium refurbishment. Chairman Walsh suggested doing nothing on this item this year.

Ms. McClain reviewed with the Board the fact that Frank Austin reported large increases in fuel costs. Chairman Walsh tentatively added this to the budget. Selectman Christie asked how this would have been handled if they knew about this when they were preparing the budget. Ms. McClain stated that they would look for \$50,000 in budget cuts. Selectman Christie does not want to hit a moving target and as these increases occur, the Town adjusts accordingly.

Building Maintenance and Capital Reserve Fund – Ms. Griffin stated the intention was to use the capacity from the expiration of the police bond and the last payment for the window replacement for the Howe Library to seed, one time, the Building Maintenance Fund because they know with the building energy assessments there will be recommendations to make the buildings more energy efficient.

Chairman Walsh would hate to see \$100,000 in a place where they couldn't appropriate it for expenditure until 2009. Ms. McClain suggested seeding the fund with \$25,000 and then appropriate the remainder for building improvements to be determined. Selectman Baschnagel was not comfortable in doing this because it is being built upon bumps that were incurred in the past and there is an argument that this should be returned to the taxpayers. Selectman Baschnagel also stated that it will probably be sometime in the summer of 2009 when the Town will be ready to act on the audit recommendations. Selectman Christie agreed with Selectman Baschnagel that it will be a while before they know how they are going to attack a full needs list. Chairman Walsh noted that the Board has wanted to create a fund for building maintenance. Ms. Griffin noted that the only difference is when the money would be appropriated.

Ms. Griffin suggested establishing the fund with the paid off police bond and the Howe window payments, seed it with money from next year's budget and then take the next 12 months to develop a game plan based upon the audit recommendations and then they will have a better

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sense for prioritization of the projects. Chairman Walsh believes that if they spend \$25,000 this year, they could save \$25,000 next year because he believes that the buildings are that inefficient. He doesn't want to be in a place where they now have to wait until July of '09. Selectman Christie advised that if it is not spent in July 2009, it will go into Undesignated Fund Balance. Ms. Griffin assured the Board that they will have a plan for this money and they will not spend it without a building abatement plan. Selectman Christie asked if the money could be moved from the Undesignated Fund Balance and back into the Improvement Reserve and Ms. McClain confirmed that it could be done with Town approval.

Selectman Baschnagel supported seeding \$25,000. Chairman Walsh would like to be able to do high impact things relative to energy that have quick paybacks.

Selectman Christie advised that he would approve \$50,000 for this item. Ms. McClain confirmed that they will budget \$50,000 transfer into the reserve and then the remainder (\$50,000) would be budgeted as an appropriation or an expense to be spent on projects resulting from the audits. Selectman Christie noted that how this is done does not impact the tax rate. Ms. Griffin felt that it was important to stress sustainability. Selectman Baschnagel noted that he would not vote in support of this.

Bike and Pedestrian Committee – Ms. Griffin noted that there is a little bit left in the Municipal Transportation Improvement Fund after funding replacement of the traffic signal at Wheelock and Main and they have asked for this money for the projects the Committee presented last night. Selectman Rassias supports this. Chairman Walsh would like the \$7,000 to come out of the Municipal Transportation Improvement fund and find the additional money to come out of the budget somewhere.

Bonnie Clac – Chairman Walsh suggested leaving this in for this year. Selectman Baschnagel stated that in looking at the financials for Bonnie Clac, they are running a surplus and those funds may be committed but he doesn't feel that the Town is making a contribution that makes any kind of difference in their operation and he would like to see more to support the idea that the Town would need to provide this service if they didn't support it. Selectman Baschnagel would take this item out of the budget.

Vice Chairman Connolly felt that the Town is becoming a lead source for contributions and this is an organization that is becoming national and she doesn't feel that they should use the Town money for this. Selectman Christie feels that this is a great organization but it seems like it has gone beyond the local area and it doesn't meet the criteria that the Board is going toward. Selectman Christie also stated that if they do deny the request, they should give a clear reason why.

Selectman Rassias questioned whether the group is as financially solvent as they appear to be. Chairman Walsh stated that the Town was instrumental in getting the organization started and for him the question is whether the answer is no this year or next year. Ms. Griffin stated that for next year, they could provide the criteria for the policy with the application and this might result in some agencies determining that they do not really qualify. Selectman Baschnagel confirmed

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that they are not required to vote as to whether they are in support or not before the item goes on the warrant. Ms. Griffin stated that they do not have to state their support.

Chairman Walsh proposed to not support Bonnie Clac's request with a clear communication with Bonnie Clac as to why and vote in support of the request of Etna Library. Selectman Baschnagel SECONDED the proposal.

The Board unanimously supported the proposal to not support Bonnie Clac's request for funding and the Board unanimously supported the request from the Etna Library.

Chairman Walsh noted that there was an addition of \$5,000 to the General Fund from the Cornish dispatching services and an additional \$500 from money that was previously used to support Bonnie Clac.

Water Reclamation Facility

Selectman Christie reported that everyone he has spoken with understands that they will have to replace equipment at the Facility as needed and the objective at this point should be to educate people. He feels that they should move forward with this and get the education going whether it's a mailing and/or a public hearing. It's an educational need that must be done well before Town Meeting. Vice Chairman Connolly agreed that they need to move forward.

Chairman Walsh advised that the draft that Ms. Griffin provided was good. Ms. Griffin suggested using something similar to what she prepared to provide background and status which could be sent in newsletter form and that mailing would need to go out before the end of the month. The Board would then schedule 2 public hearings in April. Chairman Walsh suggested having a public hearing on the 24th with a presentation at a public hearing at the second meeting in April. Ms. Griffin noted that the public hearing would need to be set tonight so that Penny could notice the hearing tomorrow. Ms. Griffin asked the Board to provide feedback for the information that was provided to them so that they can get it out to the residents.

Chairman Walsh MOVED to set a public hearing for the plans and financing of the Water Reclamation Facility on March 24th. Selectman Baschnagel SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY IN FAVOR OF SETTING A PUBLIC HEARING FOR THE PLANS AND FINANCING OF THE WATER RECLAMATION FACILITY ON MARCH 24TH.

Chairman Walsh MOVED to continue the budget hearing until March 24th. Vice Chairman Connolly SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY IN FAVOR OF CONTINUING THE BUDGET HEARING UNTIL MARCH 24TH.

4. ADMINISTRATIVE REPORTS.

Ms. Griffin advised that she had no Administrative Reports.

Selectman Christie wanted to extend the Boards appreciation to the Department Heads for their hard work on this year's budget.

5. SELECTMEN'S REPORTS

Peter Christie

Selectman Christie had nothing to report.

Kate Connolly

Vice Chairman Connolly had nothing to report.

Bill Baschnagel

Selectman Baschnagel had nothing to report.

Athos Rassias

Selectman Rassias had nothing to report.

Brian Walsh

Chairman Walsh had nothing to report.

6. OTHER BUSINESS.

There was no Other Business reported.

7. ADJOURNMENT.

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

THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 10:45 P.M.

Sincerely,

Athos Rassias, Secretary

Minutes prepared by Elizabeth S. Rathburn

SUMMARY

1. **Chairman Walsh MOVED to set a public hearing for the plans and financing of the Water Reclamation Facility on March 24th. Selectman Baschnagel SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY IN FAVOR OF SETTING A PUBLIC HEARING FOR THE PLANS AND FINANCING OF THE WATER RECLAMATION FACILITY ON MARCH 24TH.

2. **Chairman Walsh MOVED to continue the budget hearing until March 24th. Vice Chairman Connolly SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY IN FAVOR OF CONTINUING THE BUDGET HEARING UNTIL MARCH 24TH.

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

THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 10:45 P.M.