

# TOWN *of* HANOVER

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## NOTICE OF PUBLIC MEETING SELECTBOARD

**Monday, February 24, 2025, at 7:00 PM**  
**Board Room, Municipal Building**  
**41 South Main Street, Hanover, NH**

### AGENDA

- 1. Opening of Meeting - 1 Minute**
  - a. Call to Order
- 2. Public Hearing – 0 Minutes**
  - a. None
- 3. Agenda Review – 3 Minutes**
  - a. Agenda Review
- 4. Announcements/Recognition – 1 Minute**
  - a. Employee Recognition
- 5. Public Comment – 15 Minutes**
  - a. Public may address the Board
- 6. Business Requiring Discussion – 60 Minutes**
  - a. Consolidated Budget Review - FY 2026
  - b. Trustees of the Trust Fund - Trust Fund Overview
  - c. MW TIF District Update
- 7. Business Requiring Action – 10 Minutes**
  - a. Approval of items by Consent
    - i. Approval of February 10, 2025, Selectboard Minutes
    - ii. Donations – Etna Library
    - iii. Approval of items by Consent
- 8. Selectboard Reports – 15 Minutes**
- 9. Adjournment – 1 Minute**
- 10. Nonpublic Session – 20 Minutes**
  - a. Move into Nonpublic Session
  - b. Discussion pursuant to RSA 91:1:3 II (A)(B)(D)(E)(L)

*Hearing enhancement equipment is available for use by the public.*

# TOWN *of* HANOVER

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## MEMORANDUM

**To:** Selectboard Members  
**FROM:** Robert Houseman, Town Manager  
**DATE:** February 19, 2025  
**SUBJECT:** Information for the Selectboard for February 24, 2025

### Announcements/Recognition

| Employee Name    | Hire Date  | Years of Service | Department      |
|------------------|------------|------------------|-----------------|
| David Saturley   | 02/15/1998 | 27               | Police          |
| Timothy Goodwin  | 02/17/2000 | 25               | Police          |
| Robert Mousley   | 02/24/2003 | 22               | Fire            |
| Mark Bean        | 02/13/2006 | 19               | DPW             |
| John Emerson     | 02/07/2007 | 18               | Fire            |
| Jeremy Labombard | 02/14/2012 | 13               | Fire            |
| Mary Rigby       | 02/04/2017 | 8                | Etna Library    |
| Diana Marx       | 02/17/2017 | 8                | Police          |
| Sean Grady       | 02/24/2020 | 5                | Police          |
| James Martin     | 02/28/2021 | 4                | Police          |
| Shawn Harlow     | 02/28/2022 | 3                | Fire            |
| Katie Williams   | 02/13/2023 | 2                | Human Resources |
| Brooke Camp      | 02/13/2023 | 2                | Police          |
| Samuel Frank     | 02/16/2023 | 2                | Police          |
| Meghan Hicks     | 02/17/2024 | 1                | Police          |
| Ronald Holmes    | 02/26/2024 | 1                | DPW             |

I would like to recognize the anniversary of Tim Goodwin, who reached his 25-year milestone at the Hanover Police Department and Sean Grady who reached his 5-year milestone as a member of the Parking Division of the Police

Department. I want to offer a special thank you and recognition to Tim and Sean for their years of service.

### **Business Requiring Discussion**

#### **a. Consolidated Budget Review - FY 2026**

Ellen Bullion, Finance Director, has prepared the attached overview of the consolidated budget and will be presenting an overview.

#### **b. Trustees of the Trust Fund – Trust Fund Overview**

The Trustees of the Trust Funds have prepared the attached annual report and Sally Boyle, Chair, will be presenting an overview.

#### **c. MW TIF District Update**

I will be transmitting a TIF Plan by noon on Monday and will be presenting an overview.

### **Business Requiring Action**

#### **a. Approval of Item i. by Consent**

##### **i. Approval of February 10, 2025, Selectboard Minutes**

##### **ii. Donations – Etna Library**

\$200.00 given by Julia M. Wybourne

\$1,000 given in memory of Peregrine B. Spiegel (no donor listed)

\$25,000 given in memory of Pietie Birnie by the Birnie Family

**Action Requested:** Accept the donations to the Etna Library as listed above.

**Suggested Consent Agenda Motion:** I move to approve the consent agenda as presented.

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## INTEROFFICE MEMORANDUM

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**TO:** SELECTBOARD

**FROM:** ELLEN BULLION AND ROB HOUSEMAN

**SUBJECT:** FISCAL YEAR 2026 GENERAL FUND BUDGET UPDATE

**DATE:** 2/24/25

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Over the past month the departments have presented their proposed FY 2026 budgets. These budgets were built based on the Zero-based Budgeting philosophy which was very well received. All the budgets have been consolidated and the chart that follows provides an initial analysis of the General Fund budget. This analysis signals a 5.3% tax rate increase, and the major factors of the calculation are as follows:

### **Net Assessed Value**

As mentioned in the first budget memo, a variable in the final tax rate setting process will be the pending property revaluation that will be completed for the second half 2025 tax bill. To provide a logical tax rate increase comparison, this analysis assumes an increase in the Net Assessed Value based only on potential bricks and mortar additions and does not consider any impact of the revaluation. The calculated tax assumes an increase of \$24.6 million which includes \$17.6 million associated created by West Wheelock District rezoning, enabling higher density.

### **Appropriations**

**Compensation:** The compensation includes the legal commitments made in the Collective Bargaining Agreements. This estimate includes a 2% Step Increase for all departments except Public Works whose contract contains a \$.75 Step Increase. Overall compensation is flat to FY 2025, the following are accounted for:

- 3.4% COLA based on the September Northeast CPI-U
- Increase in Shift Differential from \$.50/hour to \$1.00/hour
- Increase in On Call compensation by \$1.00/hour
- Stipends
- Critical Shortage Pay
- Reduction in DPW compensation due to retirement and resignation of several long-tenured employees

**Healthcare:** Healthcare costs are projected to increase by \$327,784 or 14.7%. For FY26 Health Trust provided a separate increase percentage for each medical plan and for the dental plan. The estimated increase in costs include:

- 10.2% premium increase for Access Blue. This is the plan that drives the Flex Benefits the employees receive.
- 7.9% premium increase for Lumenos
- 21.1% premium increase for Access Blue with Deductible. Currently only one employee has chosen this plan.
- 5% Dental premium increase
- Additional Town contribution to Dental premium, year two of three transition to Town contribution percentage matching medical contribution percentage.
- Updated coverage assumptions for current and projected staff.

**Retirement:** The New Hampshire Retirement System rate set for FY26 and FY27 included a small decrease across all three Employee Groups as follow:

- Group I Employees from 13.50% to 12.75%, impacting General Fund, Water Fund and Sewer Fund
- Group II Employees Police from 31.28% to 30.95%, impacting General Fund and Parking Fund
- Group II Fire from 30.35% to 29.15%, impacting only Fire Fund

The blended rate impact for the General Fund is a rate reduction of .651%.

**Insurance:** Property & Liability insurance is increasing 7.0%, a total of \$12,853, about 50% going to the General Fund. Workers Comp insurance is increasing 8%, or \$21,427. A shift in distribution of the Workers Comp results in an increase to the General fund of about \$23,600.

**Debt service:** The second Bridge Repair Loan began repayment in FY2025, as budgeted, so there is no year-over-year increase.

**Capital Reserve Funds:** Transfers into the Capital Reserve Funds increased by 17.8% or \$162,475. This increase is partially offset by a 13.3% or \$109,713 decrease in expenditures from the Capital Reserve Funds for an overall net increase to appropriations of \$52,762.

## Revenues

Revenues, excluding Property Taxes are declining from FY 2025 by \$225,962 or 2.8%, driven by:

- Use of Undesignated Fund balance reduced by \$384,745 and includes only deposits into the Conservation Fund and Land & Capital Improvement Fund.
- Decrease in Transfers from Capital Reserve Funds, offset by appropriations noted above.
- Increase of \$250,000 in Building and Permit Fees to account for planned projects.
- Increase of \$200,000 in Motor Vehicle Registration fees based on YTD FY 2025 increased revenue.
- Decrease in Parks & Recreation revenue of \$171,808 due to the removal of the Day Care Center proposal, with a majority offset is associated costs.

Please let us know if you have any questions.

**TOWN OF HANOVER FY26 GENERAL FUND FIRST CONSOLIDATION**

|   |               |
|---|---------------|
| <i>2024 Municipal Tax Rate</i>                              | \$4.64        |
| <i>Tax Year 2024 NAV</i>                                    | 2,734,814,395 |
| <i>\$ Increase in Net Assessed Valuation (NAV)</i>          | 24,645,000    |
| <i>Use of Undesignated Fund Balance</i>                     | 73,255        |
| <i>ADDITIONAL GENERAL FUND TAX LEVY REQUIRED TO BALANCE</i> | 13,464,008    |
| <i>Additional ¢ to General Fund Tax Rate</i>                | \$0.24        |
| <i>Additional % to General Fund Tax Rate</i>                | 5.3%          |

|   | Adopted FY25<br>BUDG | %<br>Change  | \$<br>Change    | Proposed FY26<br>BUDG | If No Revenue Growth   |                        |  |  |  |  |
|---|----------------------|--------------|-----------------|-----------------------|------------------------|------------------------|--|--|--|--|
|   |                      |              |                 |                       | Add'l ¢ to<br>Tax Rate | Add'l % to<br>Tax Rate |  |  |  |  |
| <b>APPROPRIATIONS</b>                           |                      |              |                 |                       |                        |                        |  |  |  |  |
| <i>Personnel Costs</i>                          |                      |              |                 |                       |                        |                        |  |  |  |  |
| Salaries & Wages (incl. budgeted overtime)      | 10,286,820           | 0.0%         | 2,721           | 10,289,541            | 0.00                   | 0.0%                   |  |  |  |  |
| Employee Benefits - Flexible Benefits Plan      | 2,234,606            | 14.7%        | 327,784         | 2,562,389             | 0.12                   | 2.6%                   |  |  |  |  |
| Employee Benefits - Social Security/FICA        | 573,941              | 18.3%        | 104,772         | 678,713               | 0.04                   | 0.8%                   |  |  |  |  |
| Employee Benefits - NHRS Contributions          | 1,597,302            | -1.9%        | (30,535)        | 1,566,767             | (0.01)                 | -0.2%                  |  |  |  |  |
| Employee Benefits - 401A, Wkrs Comp, other      | 172,564              | -10.5%       | (18,155)        | 154,409               | (0.01)                 | -0.1%                  |  |  |  |  |
| <b><i>Subtotal Salaries and Benefits</i></b>    | <b>14,865,233</b>    | <b>2.6%</b>  | <b>386,587</b>  | <b>15,251,819</b>     | <b>0.14</b>            | <b>3.0%</b>            |  |  |  |  |
| <i>Other Operating Costs</i>                    |                      |              |                 |                       |                        |                        |  |  |  |  |
| Road Mtce, Paving and Reconstruction            | 974,333              | 0.9%         | 9,007           | 983,340               | 0.00                   | 0.1%                   |  |  |  |  |
| Utilities (fuel, heat & oil, electricity)       | 396,785              | -1.1%        | (4,208)         | 392,577               | (0.00)                 | 0.0%                   |  |  |  |  |
| Ambulance Services - Hanover Contribution       | 361,220              | 7.0%         | 25,285          | 386,505               | 0.01                   | 0.2%                   |  |  |  |  |
| All Other Operating Costs                       | 2,293,714            | -4.4%        | (101,698)       | 2,192,016             | (0.04)                 | -0.8%                  |  |  |  |  |
| <b><i>Subtotal Other Operating Costs</i></b>    | <b>4,026,052</b>     | <b>-1.8%</b> | <b>(71,613)</b> | <b>3,954,439</b>      | <b>(0.03)</b>          | <b>-0.6%</b>           |  |  |  |  |
| <i>Non-Operating Costs</i>                      |                      |              |                 |                       |                        |                        |  |  |  |  |
| Debt Service                                    | 80,019               | -2.0%        | (1,565)         | 78,454                | (0.00)                 | 0.0%                   |  |  |  |  |
| Transfers TO Capital Reserve Funds              | 910,700              | 17.8%        | 162,475         | 1,073,175             | 0.06                   | 1.3%                   |  |  |  |  |
| Transfer TO Expendable Trusts                   | 79,318               | -7.6%        | (6,063)         | 73,255                | (0.00)                 | 0.0%                   |  |  |  |  |
| Capital Purchases Funded by Reserves            | 821,889              | -13.3%       | (109,713)       | 712,176               | (0.04)                 | -0.9%                  |  |  |  |  |
| Special Project Funded by Bressett Fund         | 131,253              | 75.2%        | 98,747          | 230,000               | 0.04                   | 0.8%                   |  |  |  |  |
| <b><i>Subtotal Non-Operating Costs</i></b>      | <b>2,023,179</b>     | <b>7.1%</b>  | <b>143,881</b>  | <b>2,167,060</b>      | <b>0.05</b>            | <b>1.1%</b>            |  |  |  |  |
| <b><i>TOTAL GENERAL FUND APPROPRIATIONS</i></b> | <b>20,914,464</b>    | <b>2.2%</b>  | <b>458,855</b>  | <b>21,373,318</b>     | <b>0.17</b>            | <b>3.6%</b>            |  |  |  |  |
| <b>REVENUES</b>                                 |                      |              |                 |                       |                        |                        |  |  |  |  |
| State of New Hampshire                          | 1,219,000            | 3.4%         | 41,752          | 1,260,752             | 0.02                   | 0.3%                   |  |  |  |  |
| Short Term Interest                             | 600,000              | 0.0%         | 0               | 600,000               | -                      | 0.0%                   |  |  |  |  |
| Parks & Recreation Fees (>\$50K)                | 928,900              | -18.5%       | (171,808)       | 757,092               | (0.06)                 | -1.3%                  |  |  |  |  |
| Other Third-Party Revenues (>\$50k)             | 1,042,647            | 6.5%         | 68,169          | 1,110,816             | 0.02                   | 0.5%                   |  |  |  |  |
| Motor Vehicle Registration Fees                 | 1,600,000            | 12.5%        | 200,000         | 1,800,000             | 0.07                   | 1.6%                   |  |  |  |  |
| Building & Zoning Permit Fees                   | 600,000              | 41.7%        | 250,000         | 850,000               | 0.09                   | 2.0%                   |  |  |  |  |
| Other Local Fees and Fines (>\$50k)             | 100,000              | 0.0%         | 0               | 100,000               | -                      | 0.0%                   |  |  |  |  |
| Miscellaneous Revenues                          | 764,837              | -15.6%       | (119,617)       | 645,220               | (0.04)                 | -0.9%                  |  |  |  |  |
| Transfers FROM Capital Reserve Funds            | 821,889              | -13.3%       | (109,713)       | 712,176               | (0.04)                 | -0.9%                  |  |  |  |  |
| Other--Undesignated Fund Balance Used           | 458,000              | -84.0%       | (384,745)       | 73,255                | (0.14)                 | -3.0%                  |  |  |  |  |
| Municipal General Fund Tax Levy                 | 12,779,191           | 5.4%         | 684,817         | 13,464,008            | 0.25                   | 5.3%                   |  |  |  |  |
| <b><i>TOTAL GENERAL FUND REVENUES</i></b>       | <b>20,914,464</b>    |              | <b>458,855</b>  | <b>21,373,318</b>     | <b>0.17</b>            | <b>3.6%</b>            |  |  |  |  |

**Trustee of Trusts**  
**Selectboard Meeting – Monday February 24, 2025**  
**Presentation Outline**

Aim: Review the role and responsibilities of the Trustees, review current Town trust balances (reserve and private trusts), go over status of the Bressett Fund, and present the Trustee's recommendations regarding the Bressett Fund in general and FY2025 and FY2026 specifically. We have a very brief presentation leaving most of the time for discussion.

**Outline**

- I. Trustee of Trust Funds Role and Responsibilities (page 2)
- II. Review Current Fund Balances and Type of Investments (page 3)
- III. Current Status of the Bressett Endowment Fund
  - a. Year to date investment performance (page 4)
  - b. Current market value compared to inflation adjusted book value (page 5)
- IV. Trustees' Recommendations
  - a. Bressett Fund Recommendations (page 6)
- V. Discussion

## **Trustees of Trust Funds Role and Responsibilities**

“Trustees of Trust Funds are the custodian of the town’s perpetual care funds, charitable trusts, private donations, and capital reserve/expendable trust funds. TTFs act in a fiduciary capacity and make the decisions regarding expenditure from these funds based on the wishes of the donor in the case of privately donated funds and release capital reserve funds and expendable trust funds to the appropriate government officials upon request and make the decisions on how these funds are to be invested, based upon the statutes and the investment policy adopted by the Trustees.”

NH Department of Justice, Handbook of Trustee of Trust Funds 2017

- Trustees are guided by New Hampshire statutes administered by the NH Department of Justice, Charitable Trusts Unit including investment of trust funds rules and reporting requirements.
- Private and Town-Created trust funds and capital reserve funds created by towns and school districts must be remitted to the Trustees of Trust Funds
- Custody, investment, and determination of what income is available from these trusts is the responsibility of the Trustees
- Trustees make sure that all deposits to and withdrawals from trust funds are in accordance with donor and fund restrictions and have the proper governing body or legislative body authority
- TTF funds include private gifts/bequests that have been accepted by the town or school district, capital reserve funds, and trust funds that have been created at Town Meeting or at the Hanover School District Meeting.
- Trust funds do not include the general working capital of the Town or bond proceeds; the Town Treasurer is responsible for cash management and investment of these assets.
- Summary of Duties • Invest funds prudently.
- ‘Watchdog’ ins and outs of funds • Adopt Investment Policy annually • Annual fund reporting to the State.

### **Summary of Duties**

- Invest funds prudently
- ‘Watchdog’ ins and outs of funds
- Adopt Investment Policy annually
- Annual fund reporting to the State

**Hanover Trust Funds**  
**Assets Held as of December 31, 2024**

| <b>Town of Hanover Summary</b>                         |                             |           |
|--|-----------------------------|-----------|
| Common Trust Funds (cemeteries, library)               | \$                          | 277,359   |
| Capital Reserve Funds (NHPDIP)                         | \$                          | 7,115,214 |
| Land and Capital Improvement Fund (NHPDIP)             | \$                          | 101,632   |
| <b>Restricted Purpose Funds</b>                        |                             |           |
| Bressett Memorial Endowment                            | \$                          | 6,393,800 |
| Miscellaneous Restricted Funds (Common Fund or NHPDIP) | \$                          | 570,409   |
| <b>Sub-total</b>                                       | <b><u>\$ 14,458,415</u></b> |           |
| <b>Town Capital Reserve Funds</b>                      |                             |           |
| Ambulance Equipment                                    | \$                          | 446,111   |
| Bridge Replacement and Renovation                      | \$                          | 211,136   |
| Building Maintenance and Improvements                  | \$                          | 457,874   |
| Dispatch Center Eqpt. And Renovations                  | \$                          | 231,861   |
| Fire Department Vehicle and Equipment                  | \$                          | 840,916   |
| Highway Construction and Mtce. Eqpt.                   | \$                          | 546,992   |
| Municipal Transportation Improvement Fund              | \$                          | 123,628   |
| Parking Vehicles and Facility Improvements             | \$                          | 921,764   |
| Police Vehicles and Equipment                          | \$                          | 231,861   |
| Property Revaluation                                   | \$                          | 1,239     |
| Road Construction and Improvements                     | \$                          | 193,916   |
| Sewer Eqpt. And Facilities Improvements                | \$                          | 1,701,816 |
| Water Treatment and Distrib Eqpt.                      | \$                          | 1,206,102 |
| <b>Total</b>   | <b><u>\$ 7,115,214</u></b>  |           |
| <b>Hanover School District</b>                         |                             |           |
| Restricted Purpose Funds                               |                             |           |
| Bridgman Trust Fund                                    | \$                          | 2,212,993 |
| Miscellaneous Restricted Funds                         |                             |           |
| Education of Persons with Disabilities                 | \$                          | 353,225   |
| School building Maintenance Fund                       | \$                          | 172,131   |
| Sixth Grade Tuition Fund                               | \$                          | -         |
|  | <u>\$ 525,355</u>           |           |
| <b>Sub-total</b>                                       | <b><u>\$ 2,738,348</u></b>  |           |
| <b>Dresden School District</b>                         |                             |           |
| Misc Dresden Funds                                     | \$                          | 48,990    |
| <b>Total</b>   | <b><u>\$ 17,245,753</u></b> |           |

**Bressett Fund Investment Performance**  
**12/31/2024**

**Balance**

|                                |                                      |
|--------------------------------|--------------------------------------|
| Bressett Fund Balance 12/31/24 | \$ 6,393,800                         |
| Bressett Fund Balance 12/31/23 | \$ 5,781,326                         |
|                                | <b>Gain (Loss) <u>\$ 612,475</u></b> |

**Return**

|                        |        |
|------------------------|--------|
| YTD Return             | 12.40% |
| Return Since Inception | 7.60%  |
| Benchmark              | 10.60% |

**Allocation**

|              |             |
|--------------|-------------|
| Equities     | 64.98%      |
| Fixed Income | 30.73%      |
| Cash         | 4.30%       |
|              | <b>100%</b> |

**Lou and Ann Bressett Memorial Endowment Fund**  
**Market Value Compared to Inflation Adjusted Book Value**  
**As of 12/31/24**

|  | <u>Dec-24</u>       |
|--|---------------------|
| <b>Market Value - Dec 2024</b>                 | \$ 6,393,800        |
| <b>Prior Year Distribution not Spent</b>       | \$ (131,253)        |
| <b>Recommended FY 2026 Distribution</b>        | \$ (230,000)        |
|  | \$ 6,032,547        |
| <b>Inflation Adjusted Book Value - Dec 24</b>  | <u>\$ 5,415,091</u> |
| <b>Market Value vs CPI adjusted Book Value</b> | <u>\$ 617,456</u>   |

**Principal Additions from Donor:**

|  |           |              |
|--|-----------|--------------|
| Donation 1                               | 9/30/2016 | \$ 3,635,334 |
| Donation 2                               | 8/1/2017  | \$ 522,239   |
| Total Book Value Initial Principal Gifts |           | \$ 4,157,573 |

| CPI-U Values | CPI-U   |
|--------------|---------|
| Oct-16       | 241.860 |
| Aug-17       | 245.520 |
| Dec-24       | 315.605 |

**Inflation Adjusted Book Value Calculation**

|                           |              |       |
|---------------------------|--------------|-------|
| Donation 1                | \$ 3,635,334 | CPI-U |
| Oct 2016 Base CPI         | 241.860      |       |
| Dec 2024 CPI-U            | 315.605      |       |
| % change from inception   | 30.5%        |       |
| Donation 1 Value Dec 2024 | \$ 4,743,776 |       |

|                           |            |       |
|---------------------------|------------|-------|
| Donation 2                | \$ 522,239 | CPI-U |
| August 2017 - Base        | 245.520    |       |
| Dec 2024 CPI-U            | 315.605    |       |
| % change from inception   | 28.5%      |       |
| Donation 2 Value Dec 2024 | \$ 671,315 |       |

**Combined CPI Value 1 and 2 @ Dec 24**      **\$ 5,415,091**

## **Bressett Fund Recommendations**

- **We are recommending a distribution of 4% or \$230,000**
  - Rationale:
    - Given the good market performance of 2024 (12.40%) we feel this is a prudent distribution. The funds average annual return since inception is 7.60%. (benchmark 4.47%)
    - We note a caution that we continue to experience nearly 4% inflation.
    - The fund has had a respectable return in 2024, but the purchasing power of the fund is not keeping pace with our intended distribution of 4% and 4% inflation. While we have a cushion of \$617,456 above our inflation adjusted book value, we think it prudent to maintain that cushion for both inflation and adjusted market returns.
    - Other Items to Improve Coordination and Communication
      - The Finance & Admin. Services Director will insure that items discussed at the SB meeting including formal actions and informal discussions impacting TTF responsibilities will be included on TTF agendas.
      - The SB will forward any programs they are considering impacting the Bressett Funds to the TTF to allow them to advise as to their compliance with the intentions of the Trust.
      - When Bressett funding is going to outside groups, the outside group will provide a letter certifying the funds have only been spent on the specific activities designated by the Selectboard and include appropriate documentation.

Selectboard  
February 10, 2025  
DRAFT

**SELECTBOARD MEETING**

**February 10, 2025**

**5PM - MUNICIPAL OFFICE BUILDING - HANOVER, NH**

The meeting of the Selectboard was called to order at 5p.m. by C. Callaghan, Chair.

Also present were: Joanna Whitcomb, Vice Chair, Athos Rassias, Selectboard Member, Rob Houseman, Town Manager,

Jennie Chamberlain, Selectboard Member, Jarett Berke, Selectboard Member; Ellen Bullion, Finance Director

Absent: None

**1. Opening of Meeting**

**a. Call to Order**

C. Callaghan called the meeting to order.

**2. Public Hearing**

None

**3. Agenda Review**

None

**4. Announcements/Recognition**

None

**5. Public Comment**

**a. Public may address the Board**

Hugh Mellert, 11 Old Lyme Rd read a public statement on behalf of the Hanover Bike Walk Committee relating to raised crosswalks and the proposed street design at College St and East Wheelock St., asking for a publicly shared evaluation of the safety, cost and accessibility of this previously planned improvement.

Kate Hawkins, 29 South Park St, member of Bike Walk, also addressed the intersection under review for redesign. She addressed safety and support for the raised crosswalk and asked for the trade-offs in design decisions to be articulated.

David Vincelette, 93 Lebanon St read a letter into the record which he had given to the Police Dept on January 10<sup>th</sup> relating to actions taken at his property. He addressed this at the last meeting, but the video for that meeting was not working properly.

Chair Callaghan confirmed he has the questions from Mr. Vincelette which he is seeking the answers to.

Clark Paolini, Vice President of Access Dartmouth, spoke in favor of a raised crosswalk at the intersection of College and East Wheelock especially as a benefit for disabled students. He sent a letter in advance and read the names of all those who signed that letter in support.

A. Rassias arrived at this time.

**6. Business Requiring Discussion**

**a. FY26 – FY31 Capital Improvement Program Report**

Capital Improvement Program Committee Presentation to the Selectboard

J. Chamberlain, Vice Chair of the CIPC presented the item.

Selectboard

February 10, 2025

She addressed:

- Hanover's Capital Needs by the Numbers
- Capital Projects/Assets Recommended for FY26 Funding
- FY27-FY31 Capital Expenditure Requests for Future Consideration
- CIP Process Recommendations
  - Allocate sufficient time
  - Management platform
  - Alternate financing for new projects
  - Qualifying projects and criteria
  - Require full proposals
  - Selectboard provide feedback for rejected proposals
  - Community involvement

### **b. Department Budget Presentations**

Department of Public Works: Highway/Utilities; Fleet; Facilities

Director Peter Kulbacki introduced the staff, presented this item and highlighted:

- Department functions and staffing
- Goals
  - Training for new staff
  - Prioritize maintenance over new construction
- Current Budget/ Proposed Budget
  - Proposed significant changes
    - Highlights for each division
  - Capital Expenses
    - Highlights for each division
  - Challenges and Opportunities
    - Staff reduction and turnover
    - Equipment costs, tariffs

Department of Public Works: Water Reclamation

- Department functions and staffing
- Goals
  - Complete final design and bid the WRF Upgrade and Nutrient Removal Project
  - Chlorine tank replacement
  - Pumpstation wet well cleanings of #3 and #5
- Current Budget/ Proposed Budget
  - Proposed significant changes
  - Capital expenses
  - Challenges and opportunities

Department of Public Works: Water Division

- Department functions and staffing
- Goals
- Current Budget/ Proposed Budget
  - Proposed significant changes

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- Capital Expenses

## **7. Town Manager Report**

Town Manager, Rob Houseman, noted the report is in writing and online. He highlighted the following department updates:

- Fire
- Planning, Zoning, Codes
- DPW
  - CPCNH Energy Rate update
- Police
- Etna Library
- TIF district memo provided and item highlighted
  - With Selectboard consensus, he can work on the framework and concept to provide at a future meeting
  - J. Whitcomb recused herself from any discussion on the item
  - J. Berke would endorse the proposal
  - C. Callaghan was interested in the various financial options
  - R. Houseman reviewed the statutes and next steps regarding moving forward with a TIF
  - J. Chamberlain is in favor of taking this comprehensive approach
  - A. Rassias agreed that this has been under discussion for a while and to look at next steps

## **8. Business Requiring Action**

### **a. Bressett Fund Recommendation by Staff**

R. Houseman noted the approx. \$130,000 of FY25 Bressett Fund appropriation to expend. He suggested using the funds for the following:

#### Digitizing Land Use Files and Integrating with GIS

- Duration: Land use records – 2.5 years to spread the cost over several fiscal years.
- Cost: TBD (\$100,000 for FY 25, \$100,000 for FY 26) Cost estimates by the contractor are expected within the next 6 weeks.

#### History Walk

- Cost: Approx \$15,000 – To be refined once bid

#### Downtown Wayfinding & Public Parking Accessibility

- Cost: Approx. \$40,000 (\$15,000 from FY 25 and \$25,000 from FY 26)—to be refined once bid.

J. Chamberlain supports the idea of wayfinding however requests that wayfinding for walking and bicycling is duly included, and will send a list to the Town Manager of some related sign work for clarity, safety, updates in road operation, and considerations for people walking and bicycling.

Action Requested: Approve the use of the Bressett funds as outlined in the attached proposal.

Board members gave their feedback on the recommendations.

**At 7:46 pm J. Berke MOVED to approve to authorize the Town Manager to use the Bressett funds for the projects presented. A. Rassias SECONDED. All in favor**

### **b. Approval of January 27, 2025 Selectboard Minutes**

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**At 7:47 pm J. Berke MOVED to approve the minutes of January 27, 2025 as amended. J. Whitcomb SECONDED.**

**All in favor**

**c. Approval of items by Consent**

**i. Appointments – Sustainable Hanover Committee; Deputy Town Clerk**

Gail Gentes has expressed a desire to become a member of the Sustainable Hanover Committee. Gail began communicating with members of Sustainable Hanover last spring and began attending Sustainable Hanover Meetings for the past several months. Yolanda Baumgartner and Judi Colla, co-chairs of Sustainable Hanover, have recommended that Gail Gentes be appointed as a member of Sustainable Hanover for a 3-year term.

Action Requested: Appoint Gail Gentes to the Sustainable Hanover Committee for a 3-year term.

Betsy McClain has resigned as Deputy Town Clerk. Bobbie Hitchcock, Town Clerk, recommends Tracy Walsh be appointed as Deputy Town Clerk.

Action Requested: Appoint Tracy Walsh to the position of Deputy Town Clerk.

**ii. Banner Request- Hood Museum, Dartmouth College, and Howe Library**

1) Dartmouth College is requesting an overhead banner to be hung welcoming guests, families, and alumni to campus for the reunions starting June 15, 2025, until June 22, 2025, and July 20, 2025, until July 27, 2025. If approved, we can accommodate these requests.

2) The Hood Museum of Art is requesting an overhead banner to promote their Cara Romera exhibit to be hung from April 27, 2025, until May 4, 2025. If approved, we can accommodate this request.

3) Howe Library is requesting 5 pole banners for their annual fundraising event starting April 1, 2025, until May 19, 2025. The Parks and Recreation Department has indicated, if approved, we can accommodate this request.

Action Requested: Approve the banner requests as listed above.

**iii. Administrative Abatement - 55 Moose Mountain Road, Hanover, NH**

The Assessing Department has recommended an administrative abatement for property located at 55 Moose Mountain Road due to an administrative error.

Action Requested: Approve the administrative abatement as noted above.

**At 7:50 pm J. Whitcomb MOVED to approve the consent agenda as presented. J. Berke SECONDED. All in favor**

**9. Selectboard Reports**

- J. Berke
  - Downtown working group
- J. Whitcomb
  - Nothing to Report
- C. Callaghan
  - Nothing to Report
- A. Rassias
  - Nothing to Report
- J. Chamberlain
  - Noted Occom Pond is open for ice skating, along with the rink on the Green.
  - Bike Walk
    - Raised intersection information passed out to board members

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- Committee member Hugh Mellert working with a constituent to do a site visit for a planned walking path in Etna Village
- Planning/Zoning
  - Staff and Planning Board working on Zoning amendments for signage and infill housing.
- Sustainability
  - Earth Day events
- Conservation Commission
  - Meeting Wednesday, Mink Brook forest plans on the agenda

J. Whitcomb commented on the intersection improvements that were discussed in 2021 that she was part of. She recalls supporting the efforts and asking for community feedback as the next step. She does not recall the board taking an official vote approving any particular directives or improvements.

Other Business

None

#### **10. Adjournment**

Per NH RSA 91-A:3:II A, B, D, E and L, the Selectboard needed to attend a non-public session. The board moved and took a roll call vote to enter the non-public session.

**At 9:02pm A. Rassias MOVED to enter nonpublic session. J. Chamberlain SECONDED.**

**Roll call vote: Whitcomb- yes, Rassias- yes, Callaghan- yes, Chamberlain- yes, Berke- yes**

The board entered non-public session at 8:03pm.

Respectfully Submitted,  
Jessica Marchant

#### **SUMMARY**

##### **Item 8a**

**At 7:46 pm J. Berke MOVED to approve to authorize the Town Manager to use the Bressett funds for the projects presented. A. Rassias SECONDED. All in favor**

##### **Item 8b**

**At 7:47 pm J. Berke MOVED to approve the minutes of January 27, 2025 as amended. J. Whitcomb SECONDED.  
All in favor**

##### **Item 8c**

**At 7:50 pm J. Whitcomb MOVED to approve the consent agenda as presented. J. Berke SECONDED. All in favor**

##### **Item 10**

Per NH RSA 91-A:3:II A, B, D, E and L, the Selectboard needed to attend a non-public session. The board moved, and took a roll call vote to enter the non-public session.

**At 9:02pm A. Rassias MOVED to enter nonpublic session. J. Chamberlain SECONDED.**

**Roll call vote: Whitcomb- yes, Rassias- yes, Callaghan- yes, Chamberlain- yes, Berke- yes**

The board entered non-public session at 8:03pm.