

1. 03/24/2025 Selectboard Agenda

Documents:

[03-24-2025 AGENDA.PDF](#)

2. 03/24/2025 Selectboard Meeting Materials

Documents:

[03-24-2025 SELECTBOARD MEETING MATERIALS.PDF](#)

# TOWN *of* HANOVER

## NOTICE OF PUBLIC MEETING SELECTBOARD

**Monday, March 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 – 60 Minutes**
  - a. FY26 Budget
  - b. South Main and West Wheelock TIF District Public Hearing has been postponed to the April 7, 2025, Selectboard Meeting
- 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. Review Capital Reserve Funds Budget Based AG Architect Recommendations
  - b. South Main and West Wheelock TIF District Warrant Review
- 7. Business Requiring Action – 60 Minutes**
  - a. Recommendation to set a Public Hearing on Monday, April 7, 2025, at 7:00 pm for the Pre-Town Meeting Public Hearing including approval of the Town Meeting Warrant
  - b. Approval of FY26 Budget
  - c. Approval of March 10, 2025, Selectboard Minutes
  - d. Approval of Items i to iv by Consent
    - i. Donations – Etna Library
    - ii. Donation – Parks and Recreation
    - iii. Banner Requests – ChaD, Prouty, The Early Care and Education Association
    - iv. Light Pole Banner Requests – CHaD Hero and New England School for the Arts

**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.*

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# TOWN *of* HANOVER

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## MEMORANDUM

**To:** Selectboard Members  
**FROM:** Robert Houseman, Town Manager  
**DATE:** March 21, 2025  
**SUBJECT:** Information for the Selectboard for March 24, 2025

### Public Hearing

- a. FY26 Budget**
- b. South Main and West Wheelock TIF District hearing has been postponed to  
the April 7, 2025, Selectboard Meeting**

### Announcements/Recognition

Employee Name	Hire Date	Years of Service	Department
Glenn Elder	03/15/1988	37	Call Fire
Chris Berry	03/17/2003	22	DPW
Matt Ufford	03/13/2006	19	Police
Liz Burdette	03/21/2008	17	Parks & Recreation
Lawrence Holmes	03/30/2012	13	DPW
Jason Goodrich	03/02/2015	10	DPW
Ebben Whitehair	03/12/2018	7	Fire
Norm Bernaiche	03/02/2020	5	Assessing
Alex Taft	03/28/2022	3	Planning & Zoning
Patrick Elder	03/13/2023	2	Call Fire
Hannah Falcone	03/04/2024	1	Parks & Recreation

I would like to recognize the anniversary of Jason, who reached his 10-year milestone at the Hanover Public Works Department and Norm Bernaiche who reached his 5-year milestone as Director of Assessing. I want to offer a special thank you and recognition to Jason and Norm for their years of service.

## **Business Requiring Discussion**

### **a. Review the Capital Reserve Funds Budget based on the Space needs assessment prepared by AG Architects**

The attached Program Summaries provides an initial look at the current and proposed space needs and facilities upgrades.

It is important to note that these draft program summaries and the associated space needs have not been reviewed or vetted by individual departments or by me.

Additionally, detailed design concepts have not been developed at this stage. Such concepts will be critical to fully evaluating the scope of work, understanding site limitations, and establishing short, medium, and long-term cost projections.

To assist with initial capital planning and discussions around funding capital reserves, preliminary expansion costs have been estimated based on the potential additional square footage identified in the Program Summaries. These figures provide a rough range of possible costs but do not include renovation expenses, maintenance or deferred maintenance needs, site improvements, or potential land acquisition—factors that could significantly increase the total project costs once fully assessed.

Construction cost escalation has also been noted, with current building costs ranging from \$300 to \$500 per square foot or higher depending on complexity. The preliminary expansion estimates are summarized in the attachment.

### **b. South Main and West Wheelock TIF District Warrant Review**

#### **Business Requiring Action**

##### **a. Recommendation to set a Public Hearing on Monday, April 7, 2025, at 7:00 pm for the Pre-Town Public Hearing including approval of the Town Meeting Warrant**

Please see additional information included in the Selectboard meeting materials packet.

**Action Requested:** Set a Public Hearing on Monday, April 7, 2025, for the Pre-Town Meeting Public Hearing.

**Suggested Motion:** *I move to set a Public Hearing on Monday, April 7, 2025, for the Pre-Town Meeting Public Hearing.*

##### **b. Approval of FY26 Budget**

Ellen has prepared an analysis of budget options for your consideration. The three options keep the budget in line with inflation.

**Action Requested: Approval** of the FY26 Budget as presented or as modified by the selectboard.

**Suggested Motion:** *I move to approve the FY26 Budget as presented (or as amended)*

**c. Approval of March 10, 2025, Selectboard Minutes**

**Action Requested: Approval** of the March 10, 2025, Selectboard Minutes as written.

**Suggested Motion:** *I move to approve the March 10, 2025, Selectboard Minutes as written.*

**d. Approval of Items i to iv by Consent**

**i. Donations – Etna Library**

- \$100.00 given by Jerry and Pat Balkom
- \$250.00 from George and Dominique Lightbody

**ii. Donation – Parks and Recreation for Fitness and Adult Classes**

- \$500.00 given by Margery Phillips

**iii. Banner Requests**

- 2025 CHaD HERO banner has been requested to bring awareness to the event which raises funds for Children's Hospital at Dartmouth
- 2025 Prouty banner has been requested to bring awareness to the event which raises funds to support cancer research and patient supportive services at Dartmouth Cancer Center
- "Thank an Early Educator for Helping Upper Valley Grow" banner celebrating educators of children from birth to 5 years has been requested by the Early Care and Education Association

**iv. Light Pole Banner Requests**

- 2025 CHaD HERO light pole banners have been requested to bring awareness to event which raises money for Children's Hospital at Dartmouth
- New England School of the Arts is requesting light pole banners for a fundraising concert supporting scholarships and programming needs

**Action Requested:** Approval of the Consent Agenda as presented.

**Suggested 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 BUDGET UPDATE

**DATE:** 3/24/2025

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Following the March 10<sup>th</sup> meeting, the Selectboard directed Town staff to develop budget scenarios that included additional use of fund balance and/or potential reductions to department budgets. The analysis focused on the General and Fire Funds, both supported by tax dollars, and calculated the resulting tax rate increase over last year's rate. The documents that follow provide the build up of the scenarios, the resulting Undesignated Fund Balances and the impact on the Municipal and total tax rate.

**GENERAL FUND** – Four scenarios were developed for the General Fund:

- Use of \$200K Fund Balance to buy down the tax rate to stay in line with inflation – resulting in 3.8% increase
- Use of \$190K Fund Balance to pay for one-time expense of DPW Storm Water Study – resulting in 3.8% increase
- Discontinue curbside recycling, resulting in \$292,429 reduction to DPW budget and tax levy – resulting in 3.0% increase
- Utilize \$82K of proposed department budget reductions, some with operational and service impacts – resulting in 4.7% increase

**FIRE FUND** – Two recommended updates to Fire Fund budget:

- Include new budget item for debt service associated with new Fire Truck – addition of \$20K interest to be incurred in FY26
- Use of \$36K Undesignated Fund Balance to offset purchase of replacement fire hose, as recommended by NFPA and purchase of replacement washer for structural fire gear. Both expenditures were proposed as reductions by Fire Chief Gilbert. We are recommending use of Fund Balance as these are not annually recurring expenses and the resulting Fund Balance percentage remains above Selectboard guidance.
- These changes result in a \$16K reduction to the tax levy, but no material impact on the Fire District tax rates

We look forward to the discussion Monday evening, please let us know if you have any questions.

**TOWN OF HANOVER FY2026 BUDGET OVERVIEW**

3/24/2025

<b>REVENUES</b>	<b>General Fund</b>	<b>Fire Fund</b>	<b>Parking Fund</b>	<b>Water Fund</b>	<b>Sewer Fund</b>	<b>Ambulance Fund</b>	<b>Total</b>
Tax Levy	13,472,137	4,312,473	93,180	-	-	-	17,877,790
Fees	4,617,908	217,544	2,259,038	2,455,539	3,252,090	1,292,764	14,094,883
State Support	1,260,752	-	-	-	100,000	-	1,360,752
Use of FB	1,879,318	36,000	84,401	-	615,000	72,875	2,687,594
From Capital Reserve Funds	712,176	101,668	77,400	706,500	80,000	-	1,677,744
Other	1,321,410	23,800	11,200	104,800	74,738	-	1,535,948
<b>TOTAL REVENUES</b>	<b>23,263,701</b>	<b>4,691,485</b>	<b>2,525,219</b>	<b>3,266,839</b>	<b>4,121,828</b>	<b>1,365,639</b>	<b>39,234,711</b>
<b>APPROPRIATIONS</b>	<b>General Fund</b>	<b>Fire Fund</b>	<b>Parking Fund</b>	<b>Water Fund</b>	<b>Sewer Fund</b>	<b>Ambulance Fund</b>	<b>Total</b>
Personnel	15,251,819	3,188,434	649,481	608,780	904,595	848,091	21,451,200
Operating	4,213,569	1,219,018	1,387,498	985,951	1,577,544	354,548	9,738,128
Capital	3,285,351	263,668	161,400	1,216,170	1,058,567	163,000	6,148,156
Debt Service	78,454	20,365	326,840	455,938	581,122	-	1,462,719
Non- Operating	434,508	-	-	-	-	-	434,508
<b>TOTAL APPROPRIATIONS</b>	<b>23,263,701</b>	<b>4,691,485</b>	<b>2,525,219</b>	<b>3,266,839</b>	<b>4,121,828</b>	<b>1,365,639</b>	<b>39,234,711</b>
FY2025	20,914,464	4,737,385	2,327,061	2,597,896	3,796,011	1,233,986	35,606,803
<i>\$ CHANGE</i>	<i>2,349,237</i>	<i>(45,900)</i>	<i>198,158</i>	<i>668,943</i>	<i>325,817</i>	<i>131,653</i>	<i>3,627,908</i>
<i>% CHANGE</i>	<i>11.2%</i>	<i>-1.0%</i>	<i>8.5%</i>	<i>25.7%</i>	<i>8.6%</i>	<i>10.7%</i>	<i>10.2%</i>

**TOWN OF HANOVER GENERAL FUND FY2026 BUDGET SCENARIOS 3/24/25**

	2024 Municipal Tax Rate	\$4.64	\$4.64	\$4.64	\$4.64	\$4.64
	Tax Year 2024 NAV	2,734,814,395	2,734,814,395	2,734,814,395	2,734,814,395	2,734,814,395
\$ Increase in Net Assessed Valuation (NAV)	24,645,000	24,645,000	24,645,000	24,645,000	24,645,000	24,645,000
Use of Undesignated Fund Balance	1,879,318	2,079,318	2,069,318	1,879,318	1,879,318	1,879,318
ADDITIONAL GENERAL FUND TAX LEVY REQUIRED TO BALANCE	13,472,137	13,272,137	13,282,137	13,179,708	13,390,142	
Additional ¢ to General Fund Tax Rate	\$0.24	\$0.17	\$0.17	\$0.14	\$0.21	
Additional % to General Fund Tax Rate	5.3%	3.8%	3.8%	3.0%	4.7%	

	Adopted FY25 BUDG	% Change	\$ Change	Proposed FY26 BUDG	Buy Down Tax Rate with FB	Addtl Use of FB for SW Study	Remove Curbside Recycling	Proposed Dept Reductions
<b>APPROPRIATIONS</b>								
<i>Personnel Costs</i>								
Salaries & Wages (incl. budgeted overtime)	10,286,820	0.0%	2,721	10,289,541	10,289,541	10,289,541	10,289,541	10,289,541
Employee Benefits - Flexible Benefits Plan	2,234,606	14.7%	327,784	2,562,389	2,562,389	2,562,389	2,562,389	2,562,389
Employee Benefits - Social Security/FICA	573,941	18.3%	104,772	678,713	678,713	678,713	678,713	678,713
Employee Benefits - NHRS Contributions	1,597,302	-1.9%	(30,535)	1,566,767	1,566,767	1,566,767	1,566,767	1,566,767
Employee Benefits - 401A, Wkrs Comp, other	172,564	-10.5%	(18,155)	154,409	154,409	154,409	154,409	154,409
<b>Subtotal Salaries and Benefits</b>	<b>14,865,233</b>	<b>2.6%</b>	<b>386,587</b>	<b>15,251,819</b>	<b>15,251,819</b>	<b>15,251,819</b>	<b>15,251,819</b>	<b>15,251,819</b>
<i>Other Operating Costs</i>								
Road Mtce, Paving and Reconstruction	974,333	0.9%	9,007	983,340	983,340	983,340	983,340	963,340
Utilities (fuel, heat & oil, electricity)	395,785	-1.1%	(4,208)	392,577	392,577	392,577	392,577	392,577
Ambulance Services - Hanover Contribution	361,220	7.0%	25,285	386,505	386,505	386,505	386,505	386,505
Planning & Zoning Consulting Fees	155,000	64.2%	99,500	254,500	254,500	254,500	254,500	229,500
All Other Operating Costs	2,138,714	2.7%	57,932	2,196,645	2,196,645	2,196,645	2,196,645	2,159,650
<b>Subtotal Other Operating Costs</b>	<b>4,026,052</b>	<b>4.7%</b>	<b>187,517</b>	<b>4,213,568</b>	<b>4,213,568</b>	<b>4,213,568</b>	<b>4,213,568</b>	<b>4,131,573</b>
<i>Non-Operating Costs</i>								
Debt Service	80,019	-2.0%	(1,565)	78,454	78,454	78,454	78,454	78,454
Transfers TO Capital Reserve Funds	910,700	182.5%	1,662,475	2,573,175	2,573,175	2,573,175	2,573,175	2,573,175
Transfer TO Expendable Trusts	79,318	-7.6%	(6,063)	73,255	73,255	73,255	73,255	73,255
Capital Purchases Funded by Reserves	821,889	-13.3%	(109,713)	712,176	712,176	712,176	712,176	712,176
Special Project Funded by Bressett Fund	131,253	75.2%	98,747	230,000	230,000	230,000	230,000	230,000
<b>Subtotal Non-Operating Costs</b>	<b>2,023,179</b>	<b>81.3%</b>	<b>1,643,881</b>	<b>3,667,060</b>	<b>3,667,060</b>	<b>3,667,060</b>	<b>3,667,060</b>	<b>3,667,060</b>
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>20,914,464</b>	<b>10.6%</b>	<b>2,217,984</b>	<b>23,132,448</b>	<b>23,132,448</b>	<b>23,132,448</b>	<b>22,840,019</b>	<b>23,050,453</b>
<b>REVENUES</b>								
State of New Hampshire	1,219,000	3.4%	41,752	1,260,752	1,260,752	1,260,752	1,260,752	1,260,752
Short Term Interest	600,000	0.0%	0	600,000	600,000	600,000	600,000	600,000
Parks & Recreation Fees (>\$50k)	928,900	-18.5%	(171,808)	757,092	757,092	757,092	757,092	757,092
Other Third-Party Revenues (>\$50k)	1,042,647	6.5%	68,169	1,110,816	1,110,816	1,110,816	1,110,816	1,110,816
Motor Vehicle Registration Fees	1,600,000	12.5%	200,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Building & Zoning Permit Fees	600,000	41.7%	250,000	850,000	850,000	850,000	850,000	850,000
Other Local Fees and Fines (>\$50k)	100,000	0.0%	0	100,000	100,000	100,000	100,000	100,000
Miscellaneous Revenues	764,837	-22.8%	(174,680)	590,157	590,157	590,157	590,157	590,157
Transfers FROM Capital Reserve Funds	821,889	-13.3%	(109,713)	712,176	712,176	712,176	712,176	712,176
Other-Undesignated Fund Balance Used	458,000	310.3%	1,421,318	1,879,318	2,079,318	2,069,318	1,879,318	1,879,318
Municipal General Fund Tax Levy	12,779,191	5.4%	692,946	13,472,137	13,272,137	13,282,137	13,179,708	13,390,142
<b>TOTAL GENERAL FUND REVENUES</b>	<b>20,914,464</b>	<b>10.6%</b>	<b>2,217,984</b>	<b>23,132,448</b>	<b>23,132,448</b>	<b>23,132,448</b>	<b>22,840,019</b>	<b>23,050,453</b>
<b>NET CHANGE IN TAX LEVY</b>								
				<b>(200,000)</b>	<b>(190,000)</b>	<b>(292,429)</b>	<b>(81,995)</b>	

Proposed Department Reductions:	Amount	Impact
DPW - Paving Materials	20,000.00	Reduce paving projects by 1,000 feet of paving
Assessing, IT and P&Z Consulting Services	33,000.00	Reduce potential peer review services for reval, reduce ability to respond to network emergencies,
Police - remove proposed tuition reimb	10,000.00	Potential recruiting and retention impact
Police - discontinue PoliceApp.com	5,995.00	Replace app with other social media options
Police - replacement locks	4,000.00	Scope of project change - no longer needed
Other	9,000.00	
<b>Total</b>	<b>81,995.00</b>	

**TOWN OF HANOVER FY26 FIRE FUND CONSOLIDATION 3/24/25**

	3/10/25 Proposed Budget				3/24/25 Proposed Budget			
	Fire District I	Fire District II	Fire District III	Total	Fire District I	Fire District II	Fire District III	Total
2024 Fire District Tax Rate	\$ 1.59	\$ 1.41	\$ 0.70		\$ 1.59	\$ 1.41	\$ 0.70	
Tax Year 2024 NAV	1,976,979,649	735,495,935	22,299,991	2,734,775,575	1,976,979,649	735,495,935	22,299,991	2,734,775,575
\$ Increase in Net Assessed Valuation (NAV)	22,714,255	1,882,567	57,079	24,653,901	22,714,255	1,882,567	57,079	24,653,901
Tax Year 2025 Est. NAV	1,999,693,904	737,378,502	22,357,070	2,759,429,476	1,999,693,904	737,378,502	22,357,070	2,759,429,476
FIRE FUND TAX LEVY REQUIRED TO BALANCE	3,239,610	1,072,352	16,146	4,328,108	3,227,907	1,068,478	16,088	4,312,473
Tax Year 2025 Est. Fire Fund Tax Rate	1.62	1.45	0.72		1.61	1.45	0.72	
% Increase	1.9%	3.1%	3.2%		1.5%	2.8%	2.8%	
Tax Year 2025 Est. Total Blended Tax Rate	\$ 6.50	\$ 6.33	\$ 5.60		\$ 6.49	\$ 6.33	\$ 5.60	
Tax Year 2024 Total Blended Tax Rate	\$ 6.23	\$ 6.05	\$ 5.34		\$ 6.23	\$ 6.05	\$ 5.34	
% Increase	4.3%	4.7%	4.9%		4.2%	4.6%	4.9%	

	Adopted FY25 BUDG	% Change	\$ Change	Proposed FY26 BUDG	Proposed FY26 REDUCTIONS	Updated Proposed Budg
<b>APPROPRIATIONS</b>						
<i>Personnel Costs</i>						
Salaries & Wages (incl. budgeted overtime)	2,410,743	2.6%	63,722	2,474,465	-	2,474,465
Employee Benefits - Flexible Benefits Plan	583,146	12.7%	74,204	657,350	-	657,350
Employee Benefits - Social Security/FICA	37,643	7.5%	2,824	40,467	-	40,467
Employee Benefits - NHRS Contributions	704,249	0.1%	389	704,638	-	704,638
Employee Benefits - 401A, Wkrs Comp, other	161,131	-0.9%	(1,527)	159,604	-	159,604
Charges to Ambulance Fund	(814,382)	4.1%	(33,709)	(848,091)	-	(848,091)
<b>Subtotal Salaries and Benefits</b>	<b>3,082,530</b>	<b>3.4%</b>	<b>105,904</b>	<b>3,188,434</b>	<b>-</b>	<b>3,188,434</b>
<i>Other Operating Costs</i>						
Fire Suppression Hydrant System	377,800	-8.2%	(30,800)	347,000	-	347,000
Utilities (fuel, heat & oil, electricity) & Bldg Maintenance	160,413	-7.7%	(12,412)	148,001	-	148,001
Charges from General Fund	337,448	22.1%	74,657	412,105	-	412,105
Fire Suppression Equipment, Clothing & Supplies	124,572	2.6%	3,268	127,840	-	127,840
All Other Operating Costs	178,520	3.1%	5,552	184,072	-	184,072
<b>Subtotal Other Operating Costs</b>	<b>1,178,753</b>	<b>3.4%</b>	<b>40,265</b>	<b>1,219,018</b>	<b>-</b>	<b>1,219,018</b>
<i>Non-Operating Costs</i>						
Debt Service	-	0.0%	-	-	20,365	20,365
Transfers TO Capital Reserve Funds	162,000	0.0%	+	162,000	-	162,000
Capital Purchases Funded by Reserves	314,102	-67.6%	(212,434)	101,668	-	101,668
<b>Subtotal Non-Operating Costs</b>	<b>476,102</b>	<b>-44.6%</b>	<b>(212,434)</b>	<b>263,668</b>	<b>20,365</b>	<b>284,033</b>
<b>TOTAL FIRE FUND APPROPRIATIONS</b>	<b>4,737,385</b>	<b>-1.4%</b>	<b>(66,265)</b>	<b>4,671,120</b>	<b>20,365</b>	<b>4,691,485</b>
<b>REVENUES</b>						
Fire Fund Tax Levy	4,192,361	3.2%	135,747	4,328,108	(15,635)	4,312,473
Alarm & Inspection Fees	68,653	31.1%	21,347	90,000	-	90,000
Private Hydrant Rentals	129,331	-1.4%	(1,787)	127,544	-	127,544
Payment in Lieu of Taxes	25,938	-8.2%	(2,138)	23,800	-	23,800
Transfers FROM Capital Reserve Funds	314,102	-67.6%	(212,434)	101,668	-	101,668
Budgeted Use of Fund Balance	-	0.0%	-	-	36,000	36,000
<b>TOTAL FIRE FUND REVENUES</b>	<b>4,730,385</b>	<b>-0.8%</b>	<b>(38,900)</b>	<b>4,671,119</b>	<b>20,365</b>	<b>4,691,485</b>

Proposed Department Reductions:	Amount	Impact
Fire Suppression Equipment	12,000.00	Delay NFPA recommended scheduled replacement of fire hoses every 10 years
Fire Station Building Capital Maintenance	24,000.00	Delay replacement of washer for structural fire gear
<b>Total</b>	<b>36,000.00</b>	

Both proposed reductions are non-annual expenditures, recommend use of fund balance to cover

## Town of Hanover

### Undesignated Fund Balances- Schedule of Available (Non-Committed) Balances

#### General Fund

Unaudited Fund Balance @ June 30, 2024	\$ 4,967,591
FY2025 Budgeted Draw from Undesignated F/B	\$ (458,000)
Additional FY2025 Revenue	
Meals and Rooms	\$ 183,277
Short-term Interest Income	\$ 200,000
Motor Vehicle Registrations	\$ 100,000
<b>Projected June 30, 2025 Undesignated F/B</b>	<b>\$ 4,992,868</b>

<b>Proposed FY2026 Budgeted Draw from Undesig F/B</b>	<b>\$ (2,069,318)</b>
Deposit to Conservation Fund	\$ (22,592)
Deposit to Land & Capital Improvement Fund	\$ (22,592)
Deposit to Municipal Transportation Fund	\$ (34,135)
Storm Water Study	\$ (190,000)
Deposit to Building Capital Reserve Fund	\$ (1,500,000)
Contingency Fund	\$ (100,000)
Digitization of Planning Documents	\$ (200,000)

\$ 2,923,550 PROJ FYE26 UNDESIGNATED GENERAL FUND BALANCE

FY2024 Budgeted General Fund Expenditures	\$ 19,638,188
less: General Fund Expenditures Funded from Capital Reserve Fund, Trust Funds, and Other Reserve Funds	\$ (1,269,000)

\$ 18,369,188 15.92% UNDESIGNATED GENERAL FUND BAL OVER EXPENDITURES

#### Fire Fund

Unaudited Fund Balance @ June 30, 2024	\$ 865,357
FY2025 Budgeted Draw from Undesig F/B	\$ -
<b>Proposed FY2026 Budgeted Draw from Undesig F/B</b>	<b>\$ (36,000)</b>
Replace Fire Hose	\$ (12,000)
Replace Structural Gear Washer	\$ (24,000)

\$ 901,357 PROJ FYE26 UNDESIGNATED FIRE FUND BALANCE

FY2024 Budgeted Fire Fund Expenditures	\$ 4,172,218
less: Fire Fund Expenditures Funded from Capital Reserve Fund, Trust Funds, and Other Reserve Funds	\$ (15,500)

\$ 4,156,718 21.68% UNDESIGNATED FIRE FUND BALANCE OVER EXPENDITURES

**Town of Hanover**

**Undesignated Fund Balances- Schedule of Available (Non-Committed) Balances**

**Ambulance Fund**

Unaudited Fund Balance @ June 30, 2024	\$ 214,200
FY2025 Budgeted Draw from Undesig F/B	\$ (28,561)
<b>Projected June 30, 2025 Undesignated F/B</b>	<b>\$ 185,639</b>
 <b>Proposed FY2026 Budgeted Draw from Undesig F/B</b>	<b>\$ (72,875)</b>
2 Video Laryngoscopes, BIPAP & Auto Ventilator	\$ (39,853)
Use of F/B to Balance Fund	\$ (33,022)
	<u>\$ 112,764 PROJ FYE26 UNDESIGNATED AMBULANCE FUND BALANCE</u>
FY2024 Budgeted Ambul Fund Expenditures	\$ 1,145,751
less: Ambulance Fund Expenditures Funded from Capital Reserve Fund, Trust Funds, and Other Reserve Funds	\$ -
	<u>\$ 1,145,751 9.84% UNDESIGNATED AMBUL FUND BALANCE OVER EXPENDITURES</u>

**Water Utility Fund**

Unaudited Fund Balance @ June 30, 2024	\$ 360,290
FY2025 Budgeted Draw from Undesig F/B	\$ -
<b>Proposed FY2026 Budgeted Draw from Undesig F/B</b>	<b>\$ -</b>
	<u>\$ 360,290 PROJ FYE26 UNDESIGNATED WATER FUND BALANCE</u>
FY2024 Budgeted Water Fund Expenditures	\$ 2,745,419
less: Water Utility Fund Expenditures Funded from Capital Reserve Fund, Trust Funds, and Other Reserve Funds	\$ (487,000)
	<u>\$ 2,258,419 15.95% UNDESIGNATED WATER FUND BALANCE OVER EXPENDITURES</u>

## Town of Hanover

### Undesignated Fund Balances- Schedule of Available (Non-Committed) Balances

#### Water Reclamation Facility - WRF - (Sewer) Fund

Unaudited Fund Balance @ June 30, 2024	\$ 1,188,423
FY2025 Budgeted Draw from Undesig F/B	\$ -
<b>Proposed FY2026 Budgeted Draw from Undesig F/B</b>	<b>\$ (615,000)</b>
Transfer to Sewer CRF to Defray Future Debt Service	\$ (500,000)
Sewer Capacity Study Phase I	\$ (115,000)
	<u>\$ 573,423</u> <i>PROJ FYE26 UNDESIGNATED WRF FUND BALANCE</i>

FY2024 Budgeted WRF Fund Expenditures	\$ 3,534,739
less: WRF Fund Expenditures Funded from Capital Reserve Fund, Trust Funds, and Other Reserve Funds	\$ (304,000)
	<u>\$ 3,230,739</u> <i>17.75% UNDESIGNATED WRF FUND BALANCE OVER EXPENDITURES</i>

Note: in addition, \$1M has been set aside from WRF UFB for future capital projects; the above figures do NOT include these funds.

#### Parking Fund

Unaudited Fund Balance @ June 30, 2024	\$ 157,121
FY2025 Budgeted Draw from Undesig F/B	\$ -
Additional FY2025 Revenue	
Temporary Parking Revenue	\$ 100,000
<b>Projected June 30, 2025 Undesignated F/B</b>	<u>\$ 257,121</u>

<b>Proposed FY2026 Budgeted Draw from Undesig F/B</b>	<b>\$ (84,402)</b>
	<u>\$ 172,719</u> <i>PROJ FYE26 UNDESIGNATED PARKING FUND BALANCE</i>

FY2024 Budgeted Parking Fund Expenditures	\$ 2,580,907
less: Parking Fund Expenditures Funded from Capital Reserve Fund, Trust Funds, and Other Reserve Funds	\$ (520,000)
	<u>\$ 2,060,907</u> <i>8.38% UNDESIGNATED PARKING FUND BALANCE OVER EXPENDITURES</i>

FY2026 Projected Total Tax Rate

3/24/2025

Notes: County Tax assumes 3.5% increase - placeholder

SD Tax information provided by Jamie Teague, also found in Exhibits in Budget Book

As Presented 3/10/25

Jurisdiction	Tax Rate 2024	As % of Total	Projected Tax Rate 2025	As % of Total
Municipal	\$4.64	26%	\$4.88	26%
County	\$1.43	8%	\$1.48	8%
Local Education	\$10.00	57%	\$10.48	57%
State Education	\$1.61	9%	\$1.62	9%
<b>Total</b>	<b>\$17.68</b>	<b>100%</b>	<b>\$18.46</b>	<b>100%</b>

Projected Increase	% Increase
\$0.24	5.2%
\$0.05	3.5%
\$0.48	4.8%
\$0.01	0.6%
<b>\$0.78</b>	<b>4.4%</b>

Annual Impact/Home

\$ 500	\$ 660	\$ 750
\$ 120	\$ 158	\$ 180
\$ 25	\$ 33	\$ 38
\$ 239	\$ 315	\$ 359
\$ 5	\$ 7	\$ 8
<b>\$ 389</b>	<b>\$ 513</b>	<b>\$ 584</b>

Jurisdiction	FD Tax Rate 2024	Projected Tax Rate 2025
Fire District #1	\$1.59	\$1.62
Fire District #2	\$1.42	\$1.45
Fire District #3	\$0.71	\$0.72

Projected Increase	% Increase
\$0.03	1.9%
\$0.03	2.1%
\$0.01	1.4%

Annual Impact/Home

\$ 500	\$ 660	\$ 750
\$ 404	\$ 533	\$ 606
\$ 404	\$ 533	\$ 606
\$ 394	\$ 520	\$ 591

Jurisdiction	Total Tax Rate 2024	Projected Total Tax Rate 2025
Fire District #1	\$19.27	\$20.08
Fire District #2	\$19.10	\$19.91
Fire District #3	\$18.39	\$19.18

Projected Increase	% Increase
\$0.81	4.2%
\$0.81	4.2%
\$0.79	4.3%

Annual Impact/Home

\$ 500	\$ 660	\$ 750
\$ 87	\$ 115	\$ 131
\$ 25	\$ 33	\$ 38
\$ 239	\$ 315	\$ 359
\$ 5	\$ 7	\$ 8
<b>\$ 356</b>	<b>\$ 470</b>	<b>\$ 534</b>

Buy Down with FB/Use of FB for Storm Water Study

Jurisdiction	Tax Rate 2024	As % of Total	Projected Tax Rate 2025	As % of Total
Municipal	\$4.64	26%	\$4.81	26%
County	\$1.43	8%	\$1.48	8%
Local Education	\$10.00	57%	\$10.48	57%
State Education	\$1.61	9%	\$1.62	9%
<b>Total</b>	<b>\$17.68</b>	<b>100%</b>	<b>\$18.39</b>	<b>100%</b>

Projected Increase	% Increase
\$0.17	3.8%
\$0.05	3.5%
\$0.48	4.8%
\$0.01	0.6%
<b>\$0.71</b>	<b>4.0%</b>

Jurisdiction	FD Tax Rate 2024	Projected Tax Rate 2025
Fire District #1	\$1.59	\$1.62
Fire District #2	\$1.42	\$1.45
Fire District #3	\$0.71	\$0.72

Projected Increase	% Increase
\$0.03	1.9%
\$0.03	2.1%
\$0.01	1.4%

Annual Impact/Home

\$ 500	\$ 660	\$ 750
\$ 371	\$ 490	\$ 557
\$ 371	\$ 490	\$ 556
\$ 361	\$ 477	\$ 541

Jurisdiction	Total Tax Rate 2024	Projected Total Tax Rate 2025
Fire District #1	\$19.27	\$20.01
Fire District #2	\$19.10	\$19.84
Fire District #3	\$18.39	\$19.11

Projected Increase	% Increase
\$0.74	3.9%
\$0.74	3.9%
\$0.72	3.9%

#### Discontinue Curbside Recycling

Jurisdiction	Tax Rate 2024	As % of Total	Projected Tax Rate 2025	As % of Total
Municipal	\$4.64	26%	\$4.78	26%
County	\$1.43	8%	\$1.48	8%
Local Education	\$10.00	57%	\$10.48	57%
State Education	\$1.61	9%	\$1.62	9%
<b>Total</b>	<b>\$17.68</b>	<b>100%</b>	<b>\$18.36</b>	<b>99%</b>

Projected Increase	% Increase
\$0.14	3.0%
\$0.05	3.5%
\$0.48	4.8%
\$0.01	0.6%
<b>\$0.68</b>	<b>3.8%</b>

#### Annual Impact/Home

\$ 500	\$ 660	\$ 750
\$ 70	\$ 92	\$ 105
\$ 25	\$ 33	\$ 38
\$ 239	\$ 315	\$ 359
\$ 5	\$ 7	\$ 8
<b>\$ 339</b>	<b>\$ 447</b>	<b>\$ 509</b>

Jurisdiction	FD Tax Rate 2024	Projected Tax Rate 2025
Fire District #1	\$1.59	\$1.62
Fire District #2	\$1.42	\$1.45
Fire District #3	\$0.71	\$0.72

Projected Increase	% Increase
\$0.03	1.9%
\$0.03	2.1%
\$0.01	1.4%

#### Annual Impact/Home

Jurisdiction	Total Tax Rate 2024	Projected Total Tax Rate 2025
Fire District #1	\$19.27	\$19.98
Fire District #2	\$19.10	\$19.81
Fire District #3	\$18.39	\$19.08

Projected Increase	% Increase
\$0.71	3.7%
\$0.71	3.7%
\$0.69	3.7%

#### Annual Impact/Home

\$ 500	\$ 660	\$ 750
\$ 354	\$ 467	\$ 531
\$ 354	\$ 467	\$ 531
\$ 344	\$ 454	\$ 516

#### Department Reductions

Jurisdiction	Tax Rate 2024	As % of Total	Projected Tax Rate 2025	As % of Total
Municipal	\$4.64	26%	\$4.85	26%
County	\$1.43	8%	\$1.48	8%
Local Education	\$10.00	57%	\$10.48	57%
State Education	\$1.61	9%	\$1.62	9%
<b>Total</b>	<b>\$17.68</b>	<b>100%</b>	<b>\$18.43</b>	<b>100%</b>

Projected Increase	% Increase
\$0.21	4.6%
\$0.05	3.5%
\$0.48	4.8%
\$0.01	0.6%
<b>\$0.75</b>	<b>4.3%</b>

#### Annual Impact/Home

\$ 500	\$ 660	\$ 750
\$ 107	\$ 141	\$ 161
\$ 25	\$ 33	\$ 38
\$ 239	\$ 315	\$ 359
\$ 5	\$ 7	\$ 8
<b>\$ 376</b>	<b>\$ 496</b>	<b>\$ 564</b>

Jurisdiction	FD Tax Rate 2024	Projected Tax Rate 2025
Fire District #1	\$1.59	\$1.61
Fire District #2	\$1.42	\$1.45
Fire District #3	\$0.71	\$0.72

Projected Increase	% Increase
\$0.02	1.3%
\$0.03	2.1%
\$0.01	1.4%

#### Annual Impact/Home

Jurisdiction	Total Tax Rate 2024	Projected Total Tax Rate 2025
Fire District #1	\$19.27	\$20.04
Fire District #2	\$19.10	\$19.88
Fire District #3	\$18.39	\$19.15

Projected Increase	% Increase
\$0.77	4.0%
\$0.78	4.1%
\$0.76	4.1%

#### Annual Impact/Home

\$ 500	\$ 660	\$ 750
\$ 386	\$ 510	\$ 579
\$ 391	\$ 516	\$ 586
\$ 381	\$ 503	\$ 571

**From:** [Art Guadano](#)  
**To:** [Robert Houseman](#)  
**Cc:** [Peter Kulbacki](#); [James Gibbons](#)  
**Subject:** Hanover Town Facilities - Programs  
**Date:** Wednesday, March 19, 2025 6:54:46 PM  
**Attachments:**

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Hi Rob,

We have prepared the attached Program Summaries for each of the Town facilities. The programs identify the existing size of the buildings and spaces inside, and based on our interviews they also show proposed improvements. We have not yet reviewed these programs with you or staff and we still have to develop design concepts. The design concepts will be needed to look at short, medium and long term costs.

To help with your request to identify potential costs we have used the Program Summaries as a starting point. Based on the additional square footage required to address facility space needs we have prepared **estimated costs for potential building expansion**. Again, without design concepts we do not know what renovation costs might be added, we have not yet evaluated the buildings to identify maintenance costs, and in several cases there are site improvements or land purchases required that would also increase costs. What that means is that the total costs will be higher than the expansion costs outlined below.

Building costs have increased significantly over the last several years. We are seeing average costs ranging from \$300 PSF to \$500 PSF and even higher. Based on the type of facility and the anticipated complexity of expansion, initial expansion costs are noted as follows:

Town Hall: +1,303 SF, \$450,000-\$600,000.

Public Safety Complex: +6,223 SF, \$2,800,000 - \$3,425,000.

RWB Community Center: +300 SF: \$100,000 - \$120,000.

RWB Off-Site: 1980 SF, \$485,000 - \$650,000.

Department of Public Works: +1,613 SF, \$485,000- \$650,000.

Water Department Office: \$0.

Etna Library: +2,364 SF, \$950,000 - \$1,200,000.

Etna Fire Station: \$0.

We have additional work to look at solutions, extent of renovation, maintenance costs, and site work (never mind any land cost). I hope this helps with you starting to fund capital reserves. We should meet soon to review and discuss ongoing solutions.

Thanks,

Art

## Hanover Town Facilities Analysis

### Program Summary - Town Hall

AG Architects Project No. 24-838.0  
19 March 29025

Room Name	Current SF	Proposed SF	Comments
<b>SF Summary</b>			
Town Hall - Basement	3,574		
Town Hall - First Floor	3,574		
Town Hall - Second Floor	3,574		
<b>Town Hall Gross Building</b>	<b>10,722</b>		
<b>Town Hall - Basement</b>			
Parking Storage	145	145	
Breakroom	118	280	Break Room/Training, staff gathering
Accounting Director Office	157	157	
Accounting Office	410	410	
IT Office	251	251	
IT Equipment	150	150	
Conference Room	503	12' x 15'	5-12 Persons
Storage		20' x 20'	Pending digitizing files
Additional Storage Planning/Zoning		400	
Additional Storage Town Clerk		120	
Additional Storage Polling		200	
Utility Room	169	169	
Mechanical Room	293	293	
Equipment Storage	60	60	
Women's Bathroom	86	86	
Men's Bathroom	40	40	
Corridors	331	331	
Elevator	32	32	
Elevator Machine Room	108	108	
Stair	78	78	
<b>Basement Net Subtotal</b>	<b>2,931</b>	<b>3,993</b>	
<b>Town Hall - First Floor</b>			
Town Manager Office	235	235	
Closet	21	21	
Executive Assistant Office	202	202	
Parking Office	284	284	
Vault Storage	65	65	
Parking Public Window	115	115	
Accessing	246	246	
Accessing Director Office	143	143	
Town Clerk/Supervisor of the Checklist Office	144	144	
Town Clerk	255	255	
Town Clerk Office		12' x 12'	
Town Clerk Storage	92	92	
Mail Room/Printer	120	120	
Vestibules	116	116	
Public Waiting Area	448	448	
Foyer	168	168	
Utility Room	33	33	
Corridor	33	33	
Elevator	33	33	
Stairs	63	63	
<b>First Floor Net Subtotal</b>	<b>2,816</b>	<b>2,960</b>	
<b>Town Hall - Second Floor</b>			
HR Office	115	115	
HR Office	110	110	
Planning Reception	197	197	
Planning Director Office	160	160	
Planning/Zoning Work Space	260	260	
Planning/Zoning	247	247	
Planning/Zoning	245	245	
Storage	48	48	
Vault Storage	17	17	
Meeting Room	1,027	1,027	
Unisex Bathroom	71	71	
Mechanical Room	35	35	
Corridors	415	415	
Elevator	35	35	
Display	6	6	
Stair	80	80	
<b>Second Floor Net Subtotal</b>	<b>3,068</b>	<b>3,068</b>	
<b>Town Hall All Floors NSF Total</b>	<b>8,815</b>	<b>10,021</b>	
<b>20% Circulation and Walls</b>		<b>2,004</b>	
<b>Total Estimated All Floors Gross SF</b>	<b>10,722</b>	<b>12,025</b>	
<b>Parking</b>			

## Hanover Town Facilities Analysis Program Summary - Public Safety Complex

AG Architects Project No. 24-838.0

45735

Room Name	Current SF	Proposed SF	Comments
<b>Total Building SF Summary</b>			
First Floor	15,028		
Second Floor	14,460		
Third Floor - Hose Tower	283		
<b>Total Building Gross</b>	<b>29,771</b>		
<b>Police - First Floor</b>			
Prosecutor Office	103	103	
Records/Evidence Office	103	103	
Administrative Assistant Office	103	103	
Chief Office	225	225	
Closet	11	11	
Fingerprinting		8' x 8'	
Bathroom	51	51	Relocate fingerprinting
Administrator Office	171	171	
Administrator Office	170	170	
Detective Office	267	267	
Closet	20	20	
Interview	80	80	
Wellness Interview		10' x 10'	
Closet/Viewing	55	55	
Library	132	132	Relocate from Library, staff use County attorney, Court interviews
Conference Room		12' x 15'	
Conference Room		12' x 15'	
Sergeant Office	179	179	
Storage/Breakroom	420	420	
Kitchen	66	66	
Work Station	178	178	
Briefing	85	85	
Storage	108	108	
Booking	69	69	
Processing	190	190	
Sally Port	336	336	
Holding Corridor	98	98	
Cells	278	278	
Juvenile Holding	79	79	
Dispatch	760	760	
Closets	58	58	
Dispatch Supervisor Office	159	159	
Single Occupant Bathroom	48	48	
Single Occupant Bathroom	32	32	
Single Occupant Bathroom	40	40	
Janitor Closet	25	25	
Corridors	634	634	
<b>Police - First Floor NSF Subtotal</b>	<b>5,333</b>	<b>5,857</b>	
<b>Police - Second Floor</b>			
Evidence Processing	258	258	
Men's Locker	739	739	
Women's Locker	327	327	
Mechanical	560	560	
Storage	342	342	
Uniform Storage	134	134	
Utility	83	83	
Phone	56	56	
Evidence Processing	295	295	
Munitions	26	26	
Training Room	529	529	
Closet	25	25	
Workout	151	15' x 18'	Individual space, additional equipment
Soft Meeting	107	107	
Closets	188	188	
Corridors	364	364	
<b>Police - Second Floor NSF Subtotal</b>	<b>4,184</b>	<b>4,303</b>	

<b>Fire - First Floor</b>					
Reception	169		169		
Administrative Assistant Office	153		153		
Deputy Chief Office	134		134		
Captain and Lieutenant Office	247		247		
Chief Office	282		282		
Office - Inspector		12' x 12'	144	Future inspector	
Meeting/Training Room	826		826		
Watch Room	124		124		
Entry	74		74		
Corridors	189		189		
Men's Bathroom	149		149		
Women's Bathroom	152		152		
Stairs	118		118		
Apparatus Bay	3,446	12' x 18'	3,446	Current location impacts bays	
Fire Gear Washer and Dryer		5' x 50'	216	Additional: Tactical and wilderness	
Gear Lockers			250	rescue gear	
Ice Machine	56		56		
Utility	203		203		
EMS Storage	122		122		
Electrical	125		125		
Hose Storage	167		167		
Hose Tower	92		92		
Workshop	175		175		
Tools	60		60		
Stair Tower	166		166		
Trash	29		29		
<b>Fire - First Floor NSF Subtotal</b>	<b>7,258</b>		<b>7,868</b>		
<b>Fire - Second Floor</b>					
Study	284		284		
Kitchen	203		203		
Closet	9		9		
Utility Closet	11		11		
Dorm	193		193		
Dorm	119		119		
Bunk Room	97		97		
Class A Storage	135		135		
Locker Room	187		187		
Bunk Room	186		186		
Bunk Room	186		186		
Bunk Room	189		189		
Bunk Room	192	(2) 14' x 14'	392	4 Additional future fire fighters	
Additional Bunk Rooms			577		
Gym	577		577		
Laundry	55		55		
Bathroom	133		133		
Single Occupant Bathroom	63		63		
Corridors	216		216		
Stairs	217		217		
Storage	997		997		
Stair Tower	93		93		
Hose Drying	60		60		
<b>Fire - Second Floor NSF Subtotal</b>	<b>4,402</b>		<b>4,794</b>		
<b>Fire - Third Floor Hose Tower</b>					
Hose Drying	142		142		
Stair Tower	90		90		
<b>Fire - Third Floor NSF Subtotal</b>	<b>232</b>		<b>232</b>		
<b>Common - First Floor</b>					
Lobby	193		193		
Vestibules	119		119		
Sprinkler Room	97		97		
Stairs	135		135		
Locker Room	187	15' x 25'	375		
Lobby - Training		30' x 50'	1,500	30-50 persons	
Training Facility		8' x 12'	96	Equipment, furniture storage	
Training Storage		(2) 10' x 18'	360		
Public Restrooms		6' x 8'	48		
Elevator		8' x 10'	80		
Elevator Machine /Room					
<b>Common - First Floor NSF Subtotal</b>	<b>731</b>		<b>3,190</b>		
<b>Common - Second Floor</b>					
Stairs	370	6' x 8'	370		
Elevator			48		
<b>Common - Second Floor NSF Subtotal</b>	<b>0</b>		<b>418</b>		
<b>Building First Floor NSF Subtotal</b>	<b>13,322</b>		<b>16,915</b>		
<b>Building Second Floor NSF Subtotal</b>	<b>8,586</b>		<b>9,515</b>		
<b>Building Third Floor NSF Subtotal</b>	<b>232</b>		<b>232</b>		
<b>Building NSF Total</b>	<b>22,140</b>		<b>26,662</b>		
<b>35% Circulation and Walls</b>	<b>7,631</b>		<b>9,332</b>		
<b>Total Estimated Building Gross SF</b>	<b>29,771</b>		<b>35,994</b>		
Police Vehicle Garage	1,468		1,468		
Police Evidence Storage Building	943		943		
Trailer Storage Enclosed		(7) 12' x 20'	1,680	6 Trailers: UTV, forestry, swift utility, boat, pick-up, + PD fire arms training	
Fire Site Training				Land required	
Additional Parking				Add 20% spaces, land required	
<b>Total Estimated Gross SF</b>	<b>32,182</b>		<b>40,085</b>		

## Hanover Town Facilities Analysis Program Summary - RWB Community Center

AG Architects Project No. 24-838.0

45735

Room Name	Current SF	Proposed SF	Comments		
<b>SF Summary</b>					
RWB - Basement	7,470				
RWB - First Floor	7,622				
RWB - Second Floor	7,470				
<b>Total Building Gross</b>	22,562				
<b>Basement</b>					
Laundry/Shower	92	92			
Electrical/Mechanical/Boiler Rooms	312	312			
Janitor	248	248			
Servers	156	156			
Storage	5,592	5,592			
Corridor	74	74			
Elevator	70	70			
Stairs	327	327			
<b>Basement Subtotal</b>	6,871	6,871			
<b>First Floor</b>					
Program Manager	165	165			
Director's Office	260	260			
Craft Room	363	363			
Events/Media Office	140	140			
Lounge/Meeting Room	949	949			
Closet	29	29			
Multi-Purpose Room	2,281	2,281			
Kitchen	406	406			
Storage	88	88			
Men's Bathroom	131	131			
Women's Bathroom	148	148			
Single Occupant Bathroom	49	49			
Single Occupant Bathroom	29	29			
Reception	101	101			
Lounge	591	591			
Vestibules	189	189			
Corridors	767	767			
Elevator	70	70			
Stairs	330	330			
<b>First Floor Subtotal</b>	7,086	7,086			
<b>Second Floor</b>					
Grounds Office	101	101			
Small Conference Room	215	215			
Athletics Office	186	186			
Out of School Office	141	141			
Staff Office	327	327			
Dance Studio 206	850	850			
Closet	59	59			
Dance Studio 214	471	471			
Large Conference Room	970	970			
Staff Breakroom	134	300			
Assistant Director Office	121	134			
Men's Bathroom	125	121			
Women's Bathroom	46	125			
Single Occupant Bathroom	1,356	46			
Corridors	70	1,356			
Elevator	70	70			
Stairs	329	329			
<b>Second Floor Subtotal</b>	5,501	5,801			
<b>Building First and Second Floors NSF Total</b>	12,587	12,887			
<b>20% Circulation and Walls</b>	2,505	2,577			
<b>Total Estimated First and Second Floors Gross SF</b>	15,092	15,464			
<b>Total Estimated Building Gross SF</b>	19,458	19,758			
<b>Off-Site Facilities</b>					
Tenney Park (Storage)	(2) 8' x 10'	160			
Sachem Field (Storage)	10' x 12'	120			
Toilet Facilities					
Grasse Road Storage)	8' x 10'	80	22' x30'	660	Add Power
Richmond Middle School (Storage)	8' x 10'			80	Add Basketball, pickleball and tennis courts.
Pine Knolls Cemetery					Male/Female facilities, power
Shop	36' x 24'	864			Add power
Tractor Shed	24' x 25'	600			Add power
Mowers	18' x 24'	432			
New Garage. Relocate from Public Works					
Office			(4) 12' x 25'	1,200	4 Bay garage with shop, lift, overhead storage
			10' x 12'	120	
<b>Off Site GSF Subtotal</b>	2,256			4,236	
<b>Gymnasium</b>				TBD	Gymnasium, lobby, bleacher seating, locker facilities, showers, toilets, staff offices, equipment storage, laundry
<b>Additional Parking</b>				TBD	Inadequate number of spaces

## Hanover Town Facilities Analysis

### Program Summary - Department of Public Works

AG Architects Project No. 24-838.0

45735

Room Name	Current SF	Proposed SF	Comments
<b>SF Summary</b>			
DPW Building	16,068		
<b>Total Building Gross</b>	<b>16,068</b>		
<b>Public Works</b>			
Vestibule	85	85	
Entry	184	184	
Front Office	287	287	
Closet	30	30	
Director's Office	211	211	
Closet	8	8	
Office (Financial)	109	109	
Office (Highway Supervisor)	110	110	
Office (Deputy Director)	109	109	
Staff Office Space		(4) 8' x 8'	
Crew Office	165	165	
Utility Supervisor	96	96	
Work Area	344	344	
Files	89	89	
Crew Room/ Lunch Room	548	548	
Crew Room Expansion		10' x 25'	
Locker Room	481	481	
Locker Room Expansion		15' x 20'	
Shower	54	54	
Bathroom	59	59	
Stock Room	512	512	
Maintenance Technician	82	82	
Building Supervisor	122	122	
Closet	10	10	
Men's Room	48	48	
Women's Room	52	52	
Closet	24	24	
Mezzanine Storage	419	419	
Utility Crew Bay	2,132	2,132	
Mezzanine	735	735	
Fleet Operation Bay	3,960	3,960	
Equipment Bay		2,301	Relocate Grounds Bay, utilize for Public Works
Office/Break Room	111	111	
Office/Supervisor	85	85	
Stock Room	359	359	
Oil Containment	282	282	
Storage (Small + Large)	363	363	
Paint Bay	763	763	
<b>Department of Public Works Subtotal</b>	<b>13,028</b>	<b>16,135</b>	
<b>Grounds Department</b>			
Grounds Bay	2,301	0	
<b>Grounds Department Subtotal</b>	<b>2,301</b>		
<b>Building First Floor Subtotal NSF</b>	<b>15,329</b>	<b>16,135</b>	
5% Circulation and Walls First Floor		807	
<b>Total Estimated First Floor Gross SF</b>		<b>16,942</b>	
<b>Total Estimated Building Gross SF</b>	<b>16,068</b>	<b>16,942</b>	

## Hanover Town Facilities Analysis

### Program Summary - Water Department

AG Architects Project No. 24-838.0  
19 March 2025

Room Name	Current SF	Proposed SF	Comments
<b>SF Summary</b>			
Water Department - Shop Building GSF	4,156		
<b>Water Department</b>			
Office	217	217	
Breakroom	285	285	
Storage/Stockroom	367	367	
Utility	127	127	
Bathroom	43	43	
Closets (3)	121	121	
Corridor	117	117	
Work Bays	1,663	1,663	
Entry	28	28	
Town File Storage	556	556	
HR Locked Storage	136	136	
Bathroom	39	39	
First Floor NSF Subtotal	3,699	3,699	
<b>Attic Storage</b>			
<b>Attic Storage NSF Subtotal</b>	1,352	1,352	
<b>Total First Floor NSF Subtotal</b>		3,699	
<b>Circulation and Walls First Floor</b>		457	
<b>Total Estimated First Floor Gross SF</b>		4,156	
<b>Total Estimated Gross SF</b>	4,156	4,156	

## Hanover Town Facilities Analysis Program Summary - Etna Library

AG Architects Project No. 24-838.0

19 March 2025

Room Name	Current SF	Proposed SF	Comments
<b>SF Summary</b>			
Etna Library - Basement GSF	1,435		
Etna Library - First Floor GSF	1,435		
<b>Building GSF Total</b>	<b>2,870</b>		
<b>Etna Library - Basement</b>			
Utility/Storage	217	217	
Mechanical/Storage	285	285	
Stair	65	65	
<b>Basement NSF Subtotal</b>	<b>567</b>	<b>567</b>	
<b>Etna Library - First Floor</b>			
Stacks	784	784	
Circulation Stacks, Additional		16' x 20'	
Children's Room	195	320	Shelving for circulation collections
Quiet Adult Reading Area		195	
Meeting Room		10' x 15'	
Play/Story Time		15' x 18'	
Events Room		15' x 15'	
Craft Room		270	Private study, meetings, trustee meetings, 5-10
Ramp (Shelving)	41	225	Corner for children
Book Processing		500	15-20 person capacity
Bathroom	42	270	Craft activities, table, counter/cabinets, sink
Stair	80	41	
<b>First Floor NSF Subtotal</b>	<b>1,142</b>	<b>3,039</b>	
<b>Total First Floor NSF Subtotal</b>		<b>3,039</b>	
<b>25% Circulation and Walls First Floor</b>		<b>760</b>	
<b>Total Estimated First Floor Gross SF</b>		<b>3,799</b>	
<b>Total Estimated Building Gross SF</b>	<b>2,870</b>	<b>5,234</b>	

## Hanover Town Facilities Analysis Program Summary - Etna Fire Station

AG Architects Project No. 24-838.0

19 March 2025

Room Name	Current SF	Proposed SF	Comments
<b>SF Summary</b> Etna Fire Station GSF	2,903		
<b>Fire Station</b> Bays Bathroom	4 Bays 38	2,630 38	
First Floor NSF Subtotal	2,668	2,668	
<b>Total First Floor NSF</b>		<b>2,668</b>	
<b>Circulation and Walls First Floor</b>		<b>235</b>	
<b>Total Estimated First Floor Gross</b>		<b>2,903</b>	
<b>Total Estimated Gross SF</b>	<b>2,903</b>	<b>2,903</b>	

## **WARRANT FOR THE ANNUAL TOWN MEETING**

GRAFTON, SS'

TOWN OF HANOVER

TO THE INHABITANTS OF THE TOWN OF HANOVER, NEW HAMPSHIRE, who are qualified to vote in Town affairs:

TAKE NOTICE AND BE WARNED, that the Annual Town Meeting of the Town of Hanover, New Hampshire, will be held as follows:

**ON TUESDAY, MAY 13, 2025, IN THE GYMNASIUM OF HANOVER HIGH SCHOOL, 41 LEBANON STREET, HANOVER, NH THERE WILL BE VOTING BY OFFICIAL BALLOT FOR THE ELECTION OF TOWN OFFICERS AND ALL OTHER ARTICLES REQUIRING VOTE BY OFFICIAL BALLOT. THE POLLS WILL OPEN AT 7:00 AM AND CLOSE AT 7:00 PM.**

ARTICLES \_\_\_\_\_ THROUGH \_\_\_\_\_ WILL BE PRESENTED, DISCUSSED, AND ACTED UPON BEGINNING AT 7:00 PM IN THE GYMNASIUM OF HANOVER HIGH SCHOOL, 41 LEBANON STREET, HANOVER, NH.

### **OFFICIAL BALLOT**

**All-Day Voting 7:00 a.m. - 7:00 p.m.**

Absentee Ballots Available for Qualifying Voters

**ARTICLE ONE:** To vote (by nonpartisan ballot) for the following Town Officers:

- One Selectboard Member to serve for a term of three (3) years.
- One Etna Library Trustee to serve for a term of three (3) years.
- One Trustee of Trust Funds to serve for a term of three (3) years.
- One Supervisor of the Checklist to serve for a term of three (3) years.
- One Town Clerk to serve for a term of three (3) years.
- One Cemetery Trustee to serve for a term of (3) year.

**ARTICLE TWO:** (to vote by ballot): To see if the Town will vote to amend the Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 1:

The following question is on the official ballot:

*“Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”*

(insert ballot language for housing overlay district)

At a public hearing held on April 1, 2025, the Hanover Planning Board voted to recommend that Town Meeting **approve** this zoning amendment.

**ARTICLE THREE:** (to vote by ballot): To see if the Town will vote to amend the Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 2:

The following question is on the official ballot:

*“Are you in favor of the adoption of Amendment No. 2 for the Hanover Zoning Ordinance as proposed by the Hanover Planning Board as follows?”*

(insert ballot language for Nonprofit Workforce Housing overlay district amendment)

At a public hearing held on April 1, 2025, the Hanover Planning Board voted to recommend that Town Meeting **approve** this zoning amendment.

**ARTICLE FOUR:** (to vote by ballot): To see if the Town will vote to amend the Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 3:

The following question is on the official ballot:

*“Are you in favor of the adoption of Amendment No. 4 as proposed by the Hanover Planning Board for the Hanover Zoning Ordinance as follows?”*

(Insert ballot language for DC way finding masterplan zoning amendment)

At a public hearing held on April 1, 2025, the Hanover Planning Board voted to recommend that Town Meeting **approve** this zoning amendment.

## **BUSINESS MEETING AGENDA**

### **7:00 p.m.**

**ARTICLE FIVE:** To choose the following Town Officers to be elected by a majority vote.

One Advisory Board of Assessors for a term of three (3) years.

Three Fence Viewers, each for a term of one (1) year.

Two Surveyors of Wood and Timber, each for a term of one (1) year.

Such other Officers as the Town may judge necessary for managing its affairs.

Selectboard	For	Against	Absent
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**ARTICLE SIX:** To see if the Town will vote to raise and appropriate \$19,375 for deposit into the Land and Capital Improvements Fund and to fund this appropriation by authorizing the withdrawal

of this amount from the Unassigned Fund Balance. The amount appropriated is the equivalent of 50% of the total collected in Land Use Change Tax in the fiscal year 2024.

Selectboard	For	Against	Absent
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**ARTICLE SEVEN.** To see if the Town will vote to raise and appropriate \$19,375 for deposit into the Conservation Fund and to fund this appropriation by authorizing the withdrawal of this amount from the Unassigned Fund Balance. The amount appropriated is the equivalent of 50% of the total collected in Land Use Change Tax in the fiscal year 2024.

Selectboard	For	Against	Absent
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**ARTICLE EIGHT:** To see if the Town will vote to raise and appropriate \$34,505 for deposit into the Municipal Transportation Improvement Fund and to fund this appropriation by authorizing the withdrawal of this amount from the Unassigned Fund Balance. This amount is equivalent to the total Transportation Fee surcharge for each motor vehicle registered in the Town of Hanover (\$5.00 per vehicle) during fiscal year 2024.

Selectboard	For	Against	Absent
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**ARTICLE NINE:** To see if the Town will vote to consolidate the existing Bridge Capital Reserve Fund, established under RSA 35:1 for the purpose of funding bridge maintenance and improvements, with the Road Capital Reserve Fund, established under RSA 35:1 for the purpose of funding road maintenance and improvements.

Further, to rename the combined fund as the Road and Bridge Capital Reserve Fund, to be used for the maintenance, repair, and reconstruction of town roads and bridges, and to designate the Selectboard as agents to expend from said fund.

Selectboard	For	Against	Absent
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**ARTICLE TEN.** To see if the Town will vote to establish a Tax Increment Financing (TIF) District pursuant to RSA 162-K, for the purpose of financing public infrastructure improvements within the Main and West Wheelock areas, and to adopt a Development Program and Financing Plan for the district, with the following provisions:

1. District Boundaries: The Main and West Wheelock TIF District shall encompass properties along Main Street and West Wheelock Street, as further defined in the proposed TIF District Plan, which includes maps and parcel lists.
2. Purpose: The TIF District is created to fund and facilitate public improvements including, but not limited to, sidewalks, road enhancements, multi-modal transportation infrastructure, utility upgrades, streetscape improvements, and stormwater management systems that support economic development, pedestrian safety, and sustainable growth.
3. Duration: The district shall remain in effect until the Town determines that the public infrastructure costs identified in the Development Program and Financing Plan have been

repaid, otherwise deemed complete, or revoked by but in no event longer than the statutory maximum period under RSA 162-K.

4. Financing Mechanism: A percentage of the increased assessed value (captured assessed value) within the TIF District shall be allocated to a TIF Fund to finance approved infrastructure projects within the district. The retained increment shall be 75%, with the remainder returned to the General Fund.
5. Bonding Requirement: Any bonding for infrastructure improvements within the TIF District shall require prior approval by Town Meeting in accordance with RSA 33 and RSA 162-K.
6. Administration: A TIF Advisory Board shall be appointed by the Selectboard to oversee the implementation of the Development Program and Financing Plan, review project priorities, and make recommendations for expenditures from the TIF Fund.
7. Public Benefit: The TIF District is expected to enhance economic development opportunities, improve public infrastructure, increase property values, and support the Town's Master Plan goals related to sustainable growth, housing diversity, and transportation improvements.

Selectboard

For

Against

Absent

**ARTICLE ELEVEN.** To see if the Town will vote to raise and appropriate the sum of \$100,000 for the purpose of funding the Hanover Climate Adaptation Planning Project, and to authorize the Selectboard to apply for, accept, and expend funds through the New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Program, including up to \$100,000 in principal loan forgiveness, in accordance with the program requirements. Further, **to** authorize the issuance of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33:1, et seq.) for the full loan amount, with the understanding that up to \$100,000 of the principal will be forgiven upon meeting all program conditions.

This appropriation shall be non-lapsing until the project is completed or until all funds have been expended in accordance with NHDES program requirements.

Selectboard

For

Against

Absent

**ARTICLE TWELVE:** To see if the Town will vote to raise and appropriate the sum of \$2,175,515 and authorize payment into existing capital reserve funds in the following amounts for the purposes for which such funds were established:

<b>Ambulance Equipment Capital Reserve Fund</b> <i>with funding to come from the Ambulance Fund</i>	\$163,000
<b>Building Maintenance and Improvement Capital Reserve Fund</b> <i>with funding to be raised through taxation</i>	\$251,000
<b>Dispatch Equipment and Dispatch Center Enhancements Capital Reserve Fund</b> <i>with funding to be raised through taxation</i>	\$ 28,800
<b>Fire Department Vehicle and Equipment Capital Reserve Fund</b> <i>with funding to come from the Fire Fund</i>	\$162,000
<b>Highway Construction and Maintenance Equipment Capital Reserve Fund</b>	\$542,375

*with funding to be raised through taxation*

<b>Parking Operations Vehicles and Parking Facility Improvements Capital Reserve Fund</b> <i>with funding to come from the Parking Fund</i>	\$ 84,000
<b>Police Vehicles and Equipment Capital Reserve Fund</b> <i>with funding to be raised through taxation</i>	\$142,000
<b>Road Construction and Improvements Capital Reserve Fund</b> <i>with funding to be raised through taxation</i>	\$ 75,000
<b>Sewer Equipment and Facilities Improvements Capital Reserve Fund</b> <i>with Funding to come from the Wastewater Treatment Facility Fund</i>	\$357,000
<b>Water Treatment and Distribution Equipment and System Capital Reserve Fund</b> <i>with funding to come from the Water Utility Fund</i>	\$336,340

Selectboard	For	Against	Absent
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**ARTICLE THIRTEEN:** To see if the Town will vote to raise and appropriate \$1,684,244 for the purposes listed below and to authorize funding these amounts by withdrawal from the listed capital reserve funds in the following amounts:

<b>Building Maintenance and Improvement Capital Reserve Fund: HVAC Controls, Police Department</b>	\$ 30,000
<b>Dispatch Equipment and Dispatch Center Enhancements Capital Reserve Fund: Hayes Hill Radio Building</b>	\$ 70,000
<b>Fire Department Vehicle and Equipment Capital Reserve Fund: Fire Car 1 replacement; Overhead Doors Etna Fire Station</b>	\$101,668
<b>Highway Construction and Maintenance Equipment Capital Reserve Fund: Truck 11 replacement (10-wheeler with plow); Backhoe Loader; Truck 1 replacement</b>	\$523,176
<b>Parking Operations Vehicles and Parking Facility Improvements Capital Reserve Fund: Stairwell maintenance</b>	\$ 77,400
<b>Police Vehicles and Equipment Capital Reserve Fund: Safety Rescue Equipment</b>	\$ 67,500
<b>Sewer Equipment and Facilities Improvements Capital Reserve Fund: Backhoe Loader for Line Maintenance (50%)</b>	\$ 80,000
<b>Water Treatment and Distribution Equipment and System Capital Reserve Fund: Backhoe Loader for Water Treatment (50%); Balch Hill Water Storage Tank Painting; Greensboro Booster Pumps</b>	\$706,500

This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until these specified purchases are complete or June 30, 2030, whichever occurs sooner.

Selectboard	For	Against	Absent
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**ARTICLE FOURTEEN:** To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Selectboard and the International Association of Fire Fighters, Local 3288 on March 10, 2025, which calls for the following increases in salaries

and benefits at the current staffing level:

<u>Year</u>	<u>Estimated Increase</u>
2026	\$150,357
2027	\$163,072

And further to raise and appropriate the sum of \$150,357 for the 2026 fiscal year, such sum representing additional costs attributable to the increase in the salaries and benefits required by the proposed agreement over those that would be paid at current staffing levels in accordance with the most recent collective bargaining agreement.

Selectboard      For 5      Against 0      Absent

**ARTICLE FIFTEEN:** If the preceding article is defeated, to see if the Town will authorize the Selectboard to call one special meeting, at its option, to address Article FOURTEEN cost items only.

Selectboard      For      Against      Absent

**ARTICLE SIXTEEN:** To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1, to be known as the Capital Facilities Capital Reserve Fund, for the purpose of funding the planning, design, construction, repair, improvement, and/or replacement of municipal buildings and facilities, and to raise and appropriate the sum of One Million Five Hundred Thousand Dollars (\$1,500,000) to be placed in said fund, with said amount to come from the Town's undesignated fund balance.

Selectboard      For      Against      Absent

**ARTICLE SEVENTEEN:** To see if the Town, per RSA 31:98a, will vote to raise and appropriate \$100,000 into the Town's Annual Contingency Fund for fiscal year 2026, this sum to come from the **undesignated fund balance.**

Selectboard      For      Against      Absent

**ARTICLE EIGHTEEN:** To see if the Town will vote to raise and appropriate \$\_\_\_\_\_ to pay the operating expenses of the Town for the 2026 fiscal year for the purposes set forth in the Town budget. This sum does not include the funds voted in any of the preceding or succeeding articles.

Selectboard      For      Against      Absent

**ARTICLE NINETEEN:** To transact any other business that may legally be brought before this Town Meeting.

Given under our hands and seal of the Town of Hanover this **7th** day of April 2025.

**TOWN OF HANOVER SELECTBOARD**

*Carey Callaghan, Chair*

*Joanna Whitcomb, Vice Chair*

*Jarett Berke, Secretary*

*Jennie Chamberlain*

*Athos Rassias*

Selectboard  
March 10, 2025  
DRAFT

**SELECTBOARD MEETING**

**March 10, 2025**

**7PM - MUNICIPAL OFFICE BUILDING - HANOVER, NH**

The meeting of the Selectboard was called to order at 7p.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, Secretary, 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**

David Vincelette, 93 Lebanon St, received a narrative from a lieutenant regarding his allegations that his driveway had been blocked. He read this into the record and commented on it. R. Houseman also sent him a letter this week about the driveway blockage. Mr. Vincelette wants R. Houseman to admit he fenced in the driveway in 2016.

C. Callaghan discussed the matter with Mr. Vincelette. Mr. Vincelette believes his civil liberties were revoked by this action and Town officials won't look into it.

**6. Business Requiring Discussion**

R. Houseman recognized that the room updates are complete relating to Zoom and microphone technologies.

Amplification is not possible and listening headsets will be provided for those who need assistance hearing in the room.

**a. Presentation of the consolidated budget, including, Fire, Enterprise Funds, and Capital Reserves**

E. Bullion walked the board through the current budget by going through the summary chart, and reviewing the changes since the department review presentations. The biggest change is the proposed use of the fund balance. She explained the details and breakdown of this.

Discussion ensued with board members asking clarifying questions.

In-depth discussion occurred on parking budget details and plans.

In-depth discussion occurred about the budget and effects on/options for the tax rate.

E. Bullion reviewed the capital reserve funds budget based on the CIPC recommendations.

The board and staff discussed whether to add additional directives at this time such as not increasing the tax rate as currently proposed to align better with an inflation increase only. Options such as using additional undesignated fund balance to buy down the tax rate and looking through the line items one more time to see what can be cut were mentioned by J. Berke. An additional idea of using additional undesignated fund balance to bolster the capital reserve fund rather than buy down the tax rate was expressed by J. Chamberlain.

John Dolan and Greg Snyder were present from the Finance Committee.

John Dolan noted the Capital reserve fund is reactive and responds to needs already determined. Costs have also been estimated, and extra funds should not be added there for future uses. Funds should be added based on the cost estimates prepared for the projects identified.

The board agreed to discuss the matter again in two weeks and staff will bring additional information and options.

**b. Review proposed use of Undesignated Fund Balance**

Included in above discussion.

**c. Review of Bressett Fund Policy**

Overview

1. Purpose:

The fund is meant to provide a yearly endowment distribution for projects, programs, and activities that enhance and enrich the lives and welfare of residents of the Hanover community.

2. Restrictions:

- a. The funds cannot be used for buildings or permanent structures (e.g., a new firehouse).
- b. The funds cannot replace or substitute for ongoing town expenses funded by tax dollars.

3. Qualifying Uses:

- a. The fund may support initiatives that enhance quality of life but do not fall under typical municipal budget items.
- b. While major capital projects are ineligible, smaller enhancements may qualify.

4. Approval & Management:

- a. The Hanover Selectboard decides on the use of the fund.
- b. The Trustees of Trust Funds (TTF) have a fiduciary duty to ensure distributions align with the trust's terms.
- c. An annual distribution of approximately 5% of the fund's value is expected but can be flexible.
- d. Unused funds roll over to future years.

J. Whitcomb noted that an application for potential proposals has been developed.

The allotted FY25 funds have not been spent and the board agreed to bring it to Town Meeting to roll it into the FY26 budget.

**Town Manager Report**

Town Manager Rob Houseman highlighted the following department updates:

- Fire
- Planning, Zoning, Codes
- DPW

Selectboard  
March 10, 2025  
• Police

**7. Business Requiring Action**

**a. Recommendation to set a Public Hearing on Monday, March 24, 2025, and April 7, 2025, if needed, for Review and Approval of the FY 2026 Budget**

**At 8:39 pm J. Whitcomb MOVED to set a Public Hearing on Monday, March 24, 2025, and April 7, 2025, if needed, for Review and Approval of the FY 2026 Budget. J. Chamberlain SECONDED. All in favor**

**b. Consideration of the Fire Department's Union Contract**

On February 19, 2025 the Union voted to accept the proposed contract. This contract now brings the Fire Union to parity with all other Town employees for compensation and health insurance. Additional information was included in the Selectboard meeting materials packet. R. Houseman highlighted the changes to the contract.

**At 8:42 pm J. Chamberlain MOVED to approve the Fire Department's Union Contract. J. Berke SECONDED. All in favor**

**c. Acceptance of Equipment Grant Agreement from the State of New Hampshire to purchase Mobile Data Terminals for two Police Department cruisers, replacing older models.**

**At 8:43 pm J. Chamberlain MOVED to accept the Grant Agreement, from the State of New Hampshire to Purchase Mobile Data Terminals for Two Police Department Cruisers and to authorize the Town Manager to execute the documents. A. Rassias SECONDED. All in favor**

**d. Acceptance of the State of New Hampshire Library Moose Plate Grant for \$7,694.00, Awarded for Repair and Digitization of Some of Hanover's Oldest Vital Record**

R. Houseman explained the proposal.

**At 8:44 pm J. Chamberlain MOVED to accept the State of New Hampshire Library Moose Plate Grant and authorize the Town Manager to execute the documents. J. Whitcomb SECONDED. All in favor**

**e. Consider Affirming Resolution Strongly Objecting to the Freezing of Federal Grant Programs to States, Municipalities, and Organizations Supporting Hanover Residents, as Presented**

The resolution was provided in the meeting packet. Board members discussed their thoughts on the matter.

**At 8:46 pm J. Whitcomb MOVED that the Hanover Selectboard hereby adopts this Resolution objecting to the freezing of federal grant programs to states, municipalities, and organizations that support Hanover residents, as presented. J. Berke SECONDED. All in favor**

**At 8:47pm, J. Whitcomb moved that the Hanover Selectboard shall seek additional support for this Resolution from other New Hampshire municipalities and organizations, in an effort to build as broad of a coalition as possible prior to forwarding the resolution to the named representatives no later than April 1, 2025. C. Callaghan SECONDED. All in favor.**

**f. Approval of February 24, 2025, Selectboard Minutes**

**At 8:47 pm J. Berke MOVED to approve the minutes of February 24, 2025 as submitted. C. Callaghan SECONDED. All in favor**

## 8. Selectboard Reports

- J. Berke
  - Downtown working group
  - Parking Committee
- J. Whitcomb
  - Nothing to Report
- C. Callaghan
  - Nothing to Report
- A. Rassias
  - Nothing to Report
- J. Chamberlain
  - Bike Walk
  - Planning/Zoning
    - Zoning Amendments for "house scale residential dwelling" allowing for small-scale infill in water and sewer districts are being discussed at March 18 and April 1 Planning Board Meetings
  - Sustainability
    - Earth Day events

## Other Business

None

## 9. Adjournment

The board did not need to attend a non-public session.

**J. Whitcomb MOVED to adjourn at 8:58pm. J. Chamberlain SECONDED.**

**All in favor.** The meeting adjourned at 8:58PM.

Respectfully Submitted,  
Jessica Marchant

## SUMMARY

### Item 7a

**At 8:39 pm J. Whitcomb MOVED to set a Public Hearing on Monday, March 24, 2025, and April 7, 2025, if needed, for Review and Approval of the FY 2026 Budget. J. Chamberlain SECONDED. All in favor**

### Item 7b

**At 8:42 pm J. Chamberlain MOVED to approve the Fire Department's Union Contract. J. Berke SECONDED. All in favor**

### Item 7c

**At 8:43 pm J. Chamberlain MOVED to accept the Grant Agreement, from the State of New Hampshire to Purchase Mobile Data Terminals for Two Police Department Cruisers and to authorize the Town Manager to execute the documents. A. Rassias SECONDED. All in favor**

### Item 7d

**At 8:44 pm J. Chamberlain MOVED to accept the State of New Hampshire Library Moose Plate Grant and authorize the Town Manager to execute the documents. J. Whitcomb SECONDED. All in favor**

**Item 7e**

**At 8:46 pm J. Whitcomb MOVED that the Hanover Selectboard hereby adopts this Resolution objecting to the freezing of federal grant programs to states, municipalities, and organizations that support Hanover residents, as presented.**

**J. Berke SECONDED. All in favor**

**Item 7f**

**At 8:47 pm J. Berke MOVED to approve the minutes of February 24, 2025, as submitted. C. Callaghan SECONDED.**

**All in favor**

**Item 9**

The board did not need to attend a non-public session.

**J. Whitcomb MOVED to adjourn at 8:58pm. J. Chamberlain SECONDED.**

**All in favor.** The meeting adjourned at 8:58PM.

# Main Wheelock and South Main Tax Increment District

With the Development and Finance Plan



**Proposed to be  
Adopted By Town Meeting Vote 2025**

## **SECTIONS - RSA CHAPTER 162-K**

K: 1 Local Option K:

K: 2 Definitions

K: 3 Authorization

K: 4 Hearing

K: 5 District and Limitations

K: 6 District Establishment and Development Program

K: 7 Grants

K: 8 Issuance of Bonds

K: 9 Financing Plan

K:10 Computation of Tax Increments

K:11 Annual Report to NH-DRA

K:12 Maintenance and Operation

K:13 Administration

K:14 Advisory Board

K:15 Relocation of Displaced Persons

# Tax Increment Finance District Plan

## **K:1 Local Option**

At the Town Meeting of 1998, the voters approved adopting RSA Chapter K:1, giving the Town the **Local Option** to subsequently adopt specific Tax Incremental Tax (TIF) Districts.

## **K:2 Definitions**

The definitions used by the Town will be those as presented in RSA 162-K: 2 “Definitions”

## **K:3 Authorization**

In accordance with RSA 162-K:3, the Town of Hanover hereby adopts the following Tax Increment Financing Plan: “Main Wheelock/South Main TIF District” (see attached map in appendix A ).

The District and the Plan may be amended per the provisions of the statute. Note that for any Amendment, the Original Assessed Value is re-established for any area added, and New Captured Value is also reset as of the date of the Amendment.

## **K:4 Hearings**

A hearing on the designation of this TIF District shall be held after posting of public notice and a hearing in accordance with RSA 162-K:4

## **K:5 District and Limitations**

The TIF District comprises the Main Wheelock Zoning District (MWD) as shown on the town zoning maps, and that portion of the D-1 Downtown District having frontage on South Main Street or on Allen Street east of School Street, but also encompasses contiguous parcels along both sides of West Wheelock Street between the MWD and the Connecticut River to or over which infrastructure such as sidewalks, drainage, and utilities upgrades necessary to serve the district might need to extend. This District comprises approximately 25 acres, or .078 % of the total town land area of 32,128 acres, and currently has an assessed valuation of \$17,434,199.00, or .64% of the total Town assessment of \$2,723,649,895.00, therefore complying with statutory restrictions that the District does not exceed 5% of the total acreage of the municipality or 8% of its total assessed value of the taxable real property.

## **K:6 District Establishment and Development Program**

Following RSA 162-K, the Town of Hanover adopts the following Tax Increment Financing Plan (TIF) for the Main Wheelock/South Main TIF District. The purpose of forming this district is to encourage revitalization, re-investment, and new investment in this area. Without improvements to this area's physical infrastructure and visual appearance, the capacity does not presently exist to support all the development for which this area is zoned. The Town intends to use tax increment financing to help pay for necessary improvements in the expectation that the development of the District will increase the available housing in the community and contribute to the Town's tax base while also beautifying one of the major gateways into town and reducing the amount of pollutants going into the Connecticut River.

The proposed Main and West Wheelock Tax Increment Finance (TIF) District is intended to fund a series of public infrastructure improvements that will support economic development, improve safety and accessibility, and enhance the district's livability and aesthetic appeal. The planned improvements align with the purpose and authority outlined in RSA 162-K:6, enabling the Town to undertake public infrastructure projects encouraging growth and reinvestment in the designated area.

### **West Wheelock Street Improvements:**

The Town proposes fully reconstructing West Wheelock Street to transform the corridor into a safer, more functional, and attractive gateway to downtown Hanover. The scope of improvements includes:

- **Undergrounding Overhead Utilities:** Relocating electric, telephone, and cable utilities underground to improve visual character, enhance reliability, and reduce vulnerability to weather-related outages.
- **Storm Drainage Upgrades:** New stormwater infrastructure will be installed to address drainage issues, improve water quality, and manage runoff in compliance with environmental standards.
- **Walking and Bicycling Infrastructure:** Expansion and improvement of sidewalks and the addition of dedicated bicycle infrastructure to enhance pedestrian and cyclist safety and accessibility.
- **Shared Use Path:** Construction of a new shared-use path along the corridor to accommodate both pedestrians and cyclists and improve multi-modal connectivity.

- **Street Lighting:** Installation of new, energy-efficient pedestrian-scale lighting to improve nighttime visibility, enhance safety, and support extended commercial and social activity.
- **Street Trees and Landscaping:** Installation of street trees and landscaping to create a welcoming streetscape, provide shade, and enhance the environmental sustainability of the corridor.

### **South Main Street Improvements:**

The Town also proposes significant improvements to South Main Street to reinforce its role as a vibrant, multi-use downtown corridor. Planned improvements include:

- **Storm Drainage Upgrades:** Replacement and expansion of the existing stormwater infrastructure to address drainage deficiencies and protect adjacent properties and the environment.
- **Water Line Replacement:** Installation of a new water main to ensure adequate capacity and reliability for current and future development.
- **Undergrounding Electric Utilities:** Upgrade the underground power.
- **Sidewalk Expansion:** Widen and upgrade sidewalks to enhance pedestrian safety, accessibility, and capacity, supporting increased foot traffic and economic activity.
- **Bicycle Infrastructure:** Adding dedicated bicycle lanes or shared infrastructure promotes safe cycling and supports alternative transportation options.
- **Flexible Street Design for Non-Vehicular Use:** Designing the streetscape to allow for periodic conversion to pedestrian-only space to accommodate community events such as farmers markets, street fairs, and festivals, fostering economic vitality and community engagement.
- **Lighting and Street Trees:** Installation of pedestrian-scale lighting and new street trees to create a more attractive and comfortable public realm, enhance safety, and contribute to the overall character of the downtown.

### **Public Purpose and Benefits:**

These improvements will significantly enhance the infrastructure capacity, safety, and aesthetic appeal of the TIF District. They support the Town's goals of creating a walkable, bike-friendly downtown, promoting sustainable infrastructure, supporting economic development, and improving the quality of life for residents, businesses, and visitors. The work aligns with Hanover's Master Plan priorities and the statutory intent of RSA 162-K to encourage investment and reinvestment within the district.

All improvements will be funded through tax increment revenues generated within the TIF District, with any bonding subject to Town Meeting approval as required under RSA 33 and RSA 162-K.

### **K: 7 Grants**

Per K:7, the Town is authorized to receive grants that may assist in the purposes of the District, subject to any and all provisions as would be required by the Town to accept such grants.

### **K: 8 Issuance of Bonds**

The District is established without the request for any issuance of bonds. Bonding will be requested at a subsequent Town Meeting if sufficient development potential is imminent that would allow for the new development, and private sector contributions to the capital costs are sufficient in a reasonable timeframe to cover all of the Town's debt service liability.

### **K: 9 Financing Plan**

Cost of Plan Implementation - The cost of providing the necessary upgrades is estimated at approximately \$ 28,000,000. See Appendix A for a more detailed estimate.

Sources of Revenue – The Town's Assessing Department estimates that the increase in assessed value of the District will be \$58,532.770 at 25% build-out, \$152,532,770 at 50% build-out, and \$340,532,770 at 100% build-out. The property tax revenue generated from this incremental increase in property values in the District shall finance the costs of the Plan.

Duration of the District - The District's duration shall not end before any and all bonding or borrowing by the Town for the purposes of the District is paid in full.

The District may exist indefinitely if there is no bonding or debt, and any increment collected may be used for the purposes of the Plan. It may also be ended if there is no debt outstanding. Once the District is ended, all of the Captured Value returns to the municipal, school, and county tax rolls.

The Town has provided reasonable notice and opportunity for the Grafton County Commissioner and the School Board to meet with the Town regarding this Plan.

The town Manager and the Selectboard shall ensure that any obligations or unexpended funds of the District are adequately addressed prior to or as part of the

expiration. A detailed report detailing the steps to be taken to properly meet any obligations or provide for unexpended funds shall be provided at the May town meeting.

### **K:10 Computation of Tax Increments**

The computation of the current assessed value as of April 1, 2025, shall be established by the Town Assessor after that date.

Subsequently, the Assessor shall determine the Captured Assessed Value and report that value to the Advisory Board, the District Administrator, and the Selectboard each year.

### **K:11 Annual Report to NH-DRA**

The assessor shall provide to the District Administrator and to the New Hampshire Department of Revenue Administration (NH-DRA) an Annual Report as required by Section K:11.

### **K:12 Maintenance and Operation**

The Town shall include annually a line-item in its approved budget for TIF District(s) costs. These costs can include maintenance and operating costs that are directly related to the District. The Town can charge the District for new and documented costs incurred within or for the benefit of the District directly and solely.

### **K: 13 Administration**

District Administrator - Pursuant to RSA 162-K:13, the Selectboard will annually appoint the TIF District Administrator. For the year 2025, the Selectboard has selected the Town Manager to serve as District Administrator.

### **K:14 Advisory Board**

A District Advisory Board of at least five (5) members will be appointed by the Selectboard and, in accordance with the provision of RSA 162- K:14, will be made up of a majority of members who are owners or occupants of real property that is within or adjacent to the District.

Members of the Advisory Board are encouraged to be residents, but are not required to meet Town residency requirements.

A member of the Capital Improvement Plan Committee will initially serve as Chair,

and a member of the Planning Board will initially serve as

Vice-Chair. The election of officers of the Advisory Board will be done by the Advisory Board annually.

This Advisory Board shall advise the District Administrator and Selectboard on maintaining and implementing the District Plan. All meetings of the Advisory Board shall meet the requirements of RSA 91-A (Right-to-Know Law), and both the District Administrator and Selectboard are encouraged to obtain extensive public input as they prepare to implement the plan.

### **K:15 Relocation of Displaced Persons**

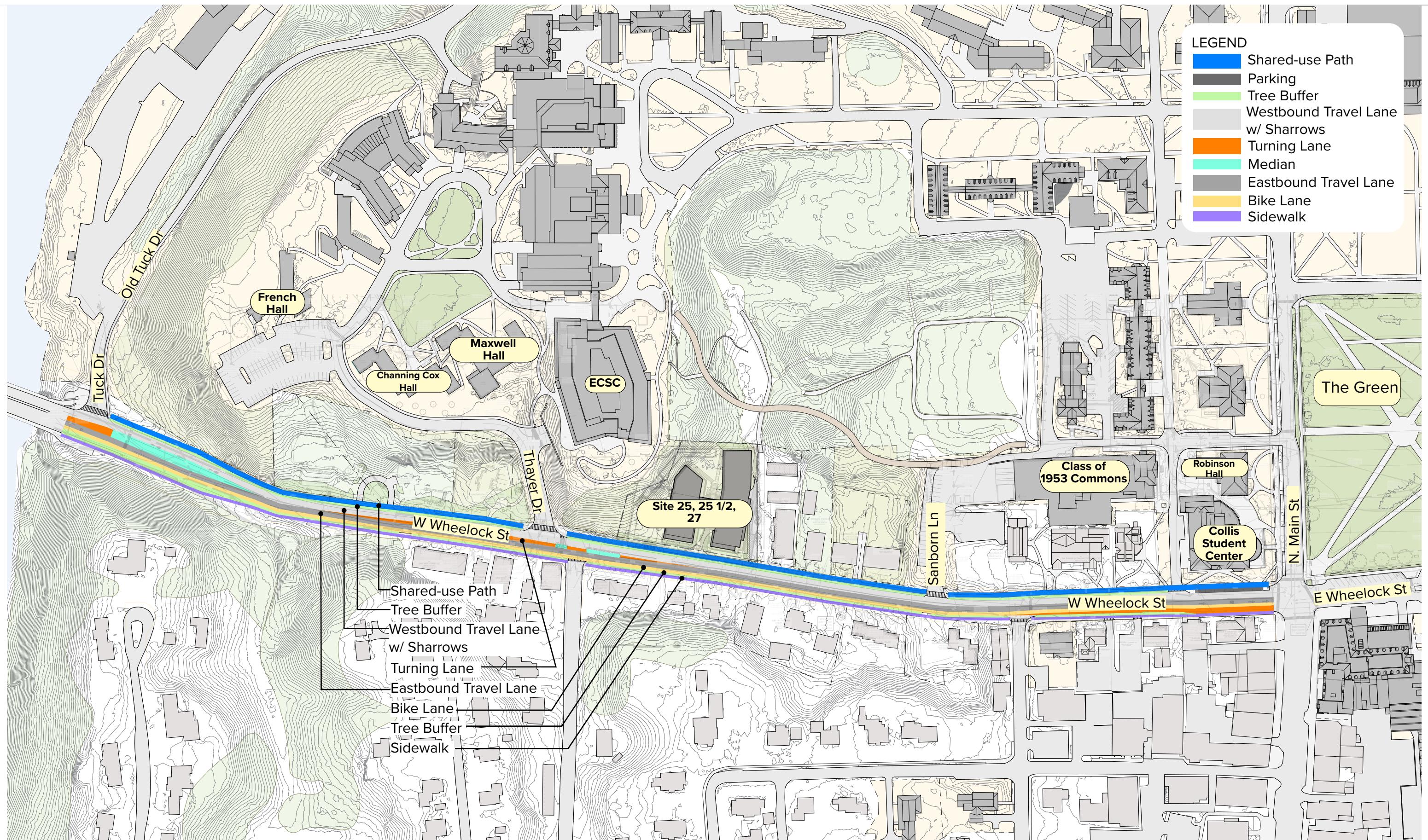
It is not expected that there will be any displacement of persons. If that occurs the Town shall meet all provisions of state law pertaining to required procedures and any compensations.

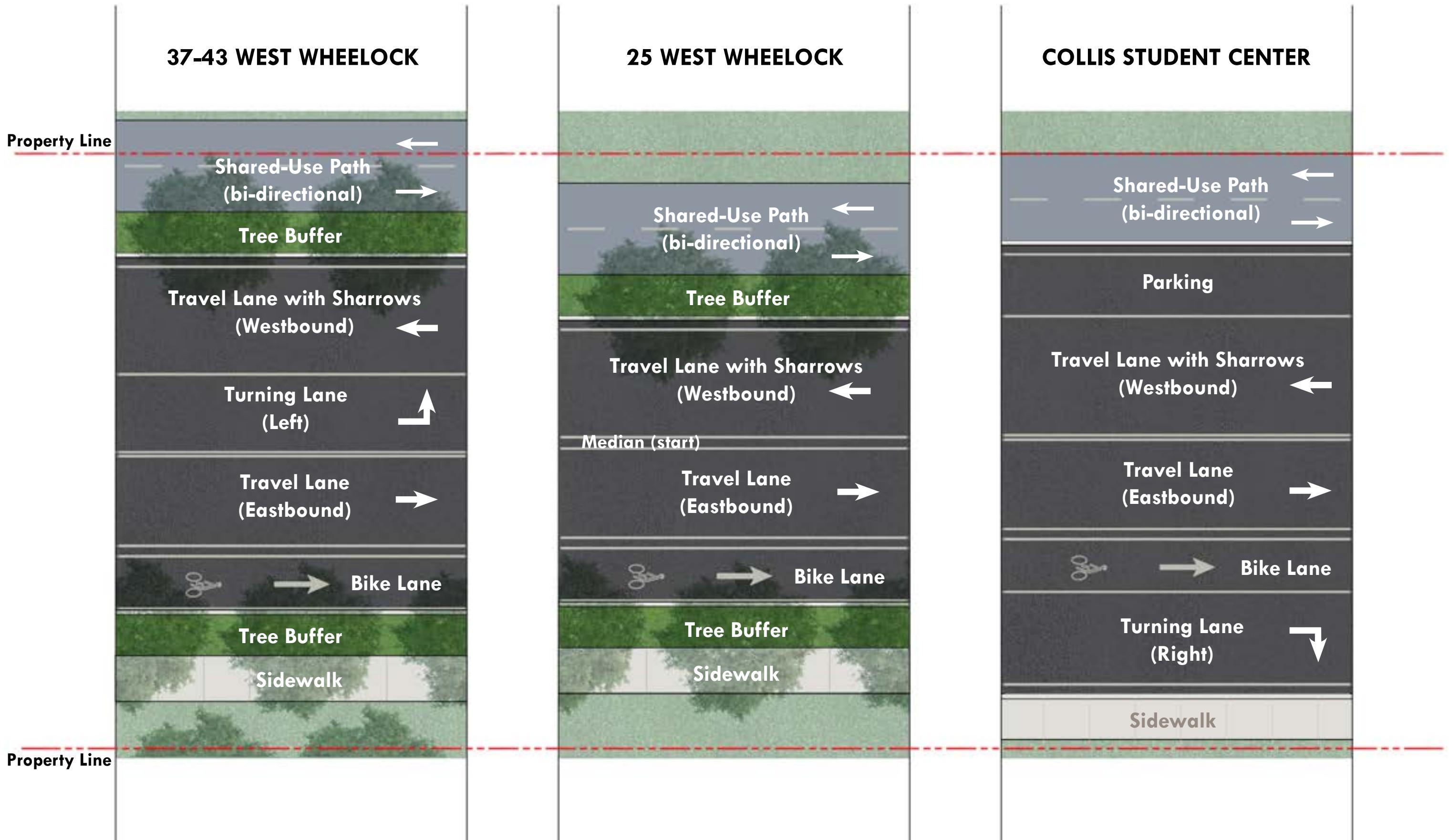
## Appendix A

### District Boundaries

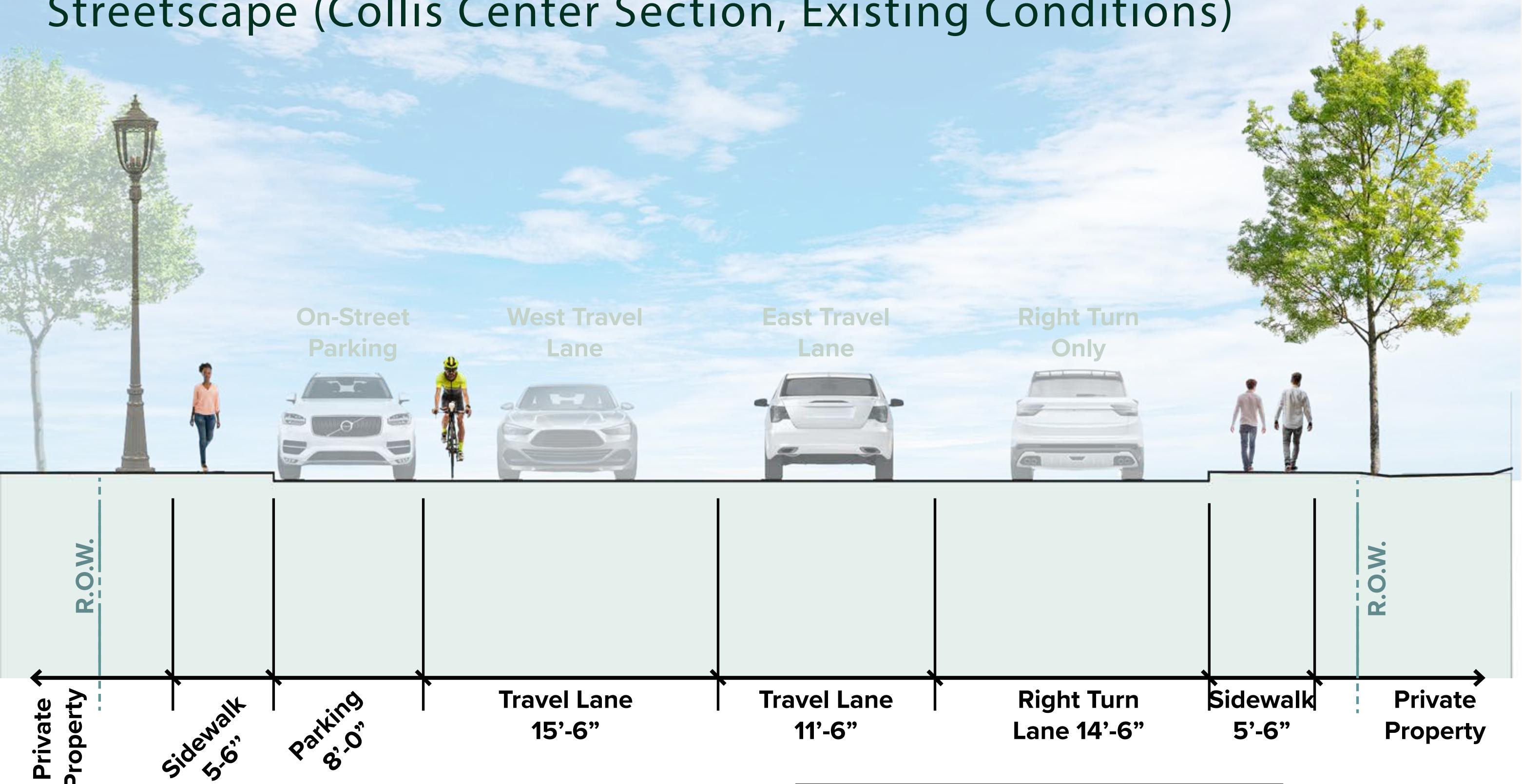


**Appendix B**  
**Concept and Construction Cost Estimate**

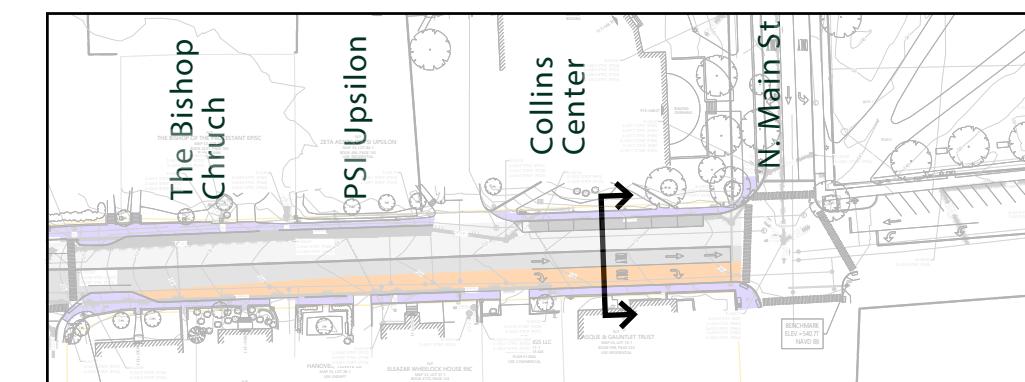




# Streetscape (Collis Center Section, Existing Conditions)

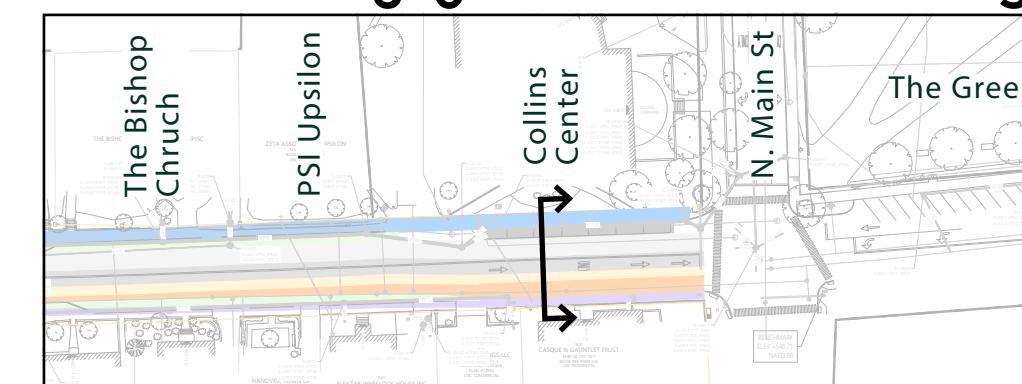
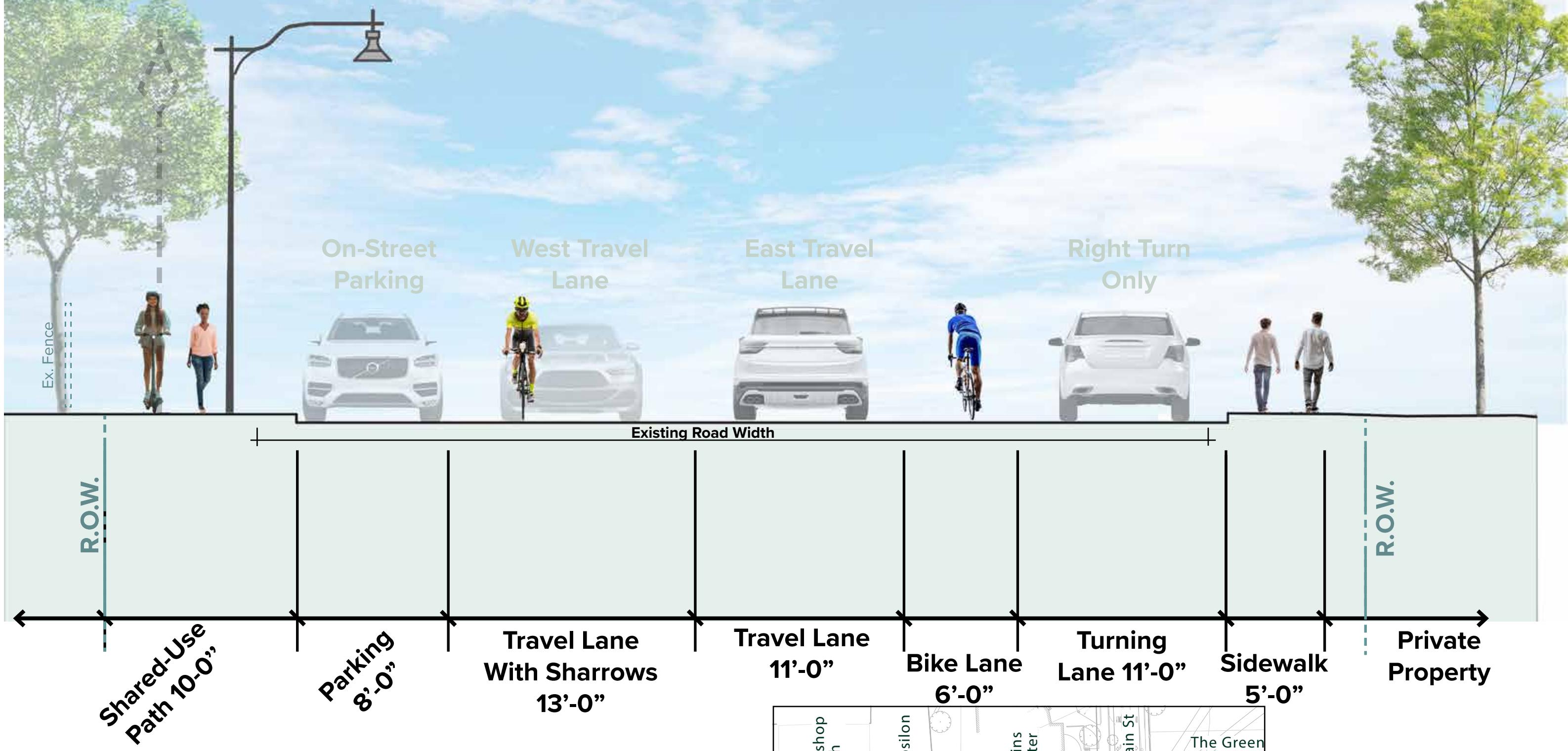


West Wheelock Connections - Hanover Select Board Materials

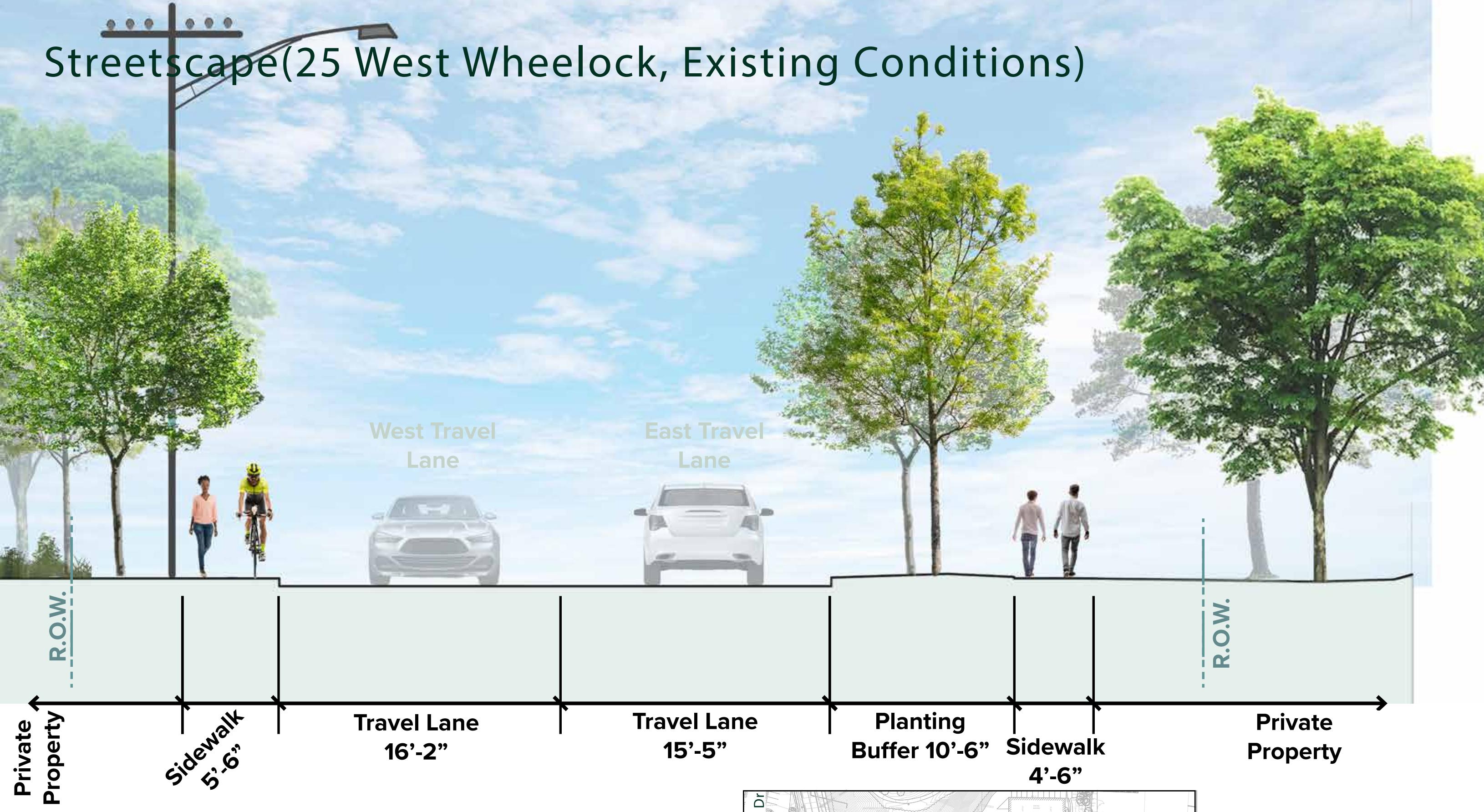


February 24, 2025

# Streetscape (Collis Center Section, Proposed)



# Streetscape(25 West Wheelock, Existing Conditions)

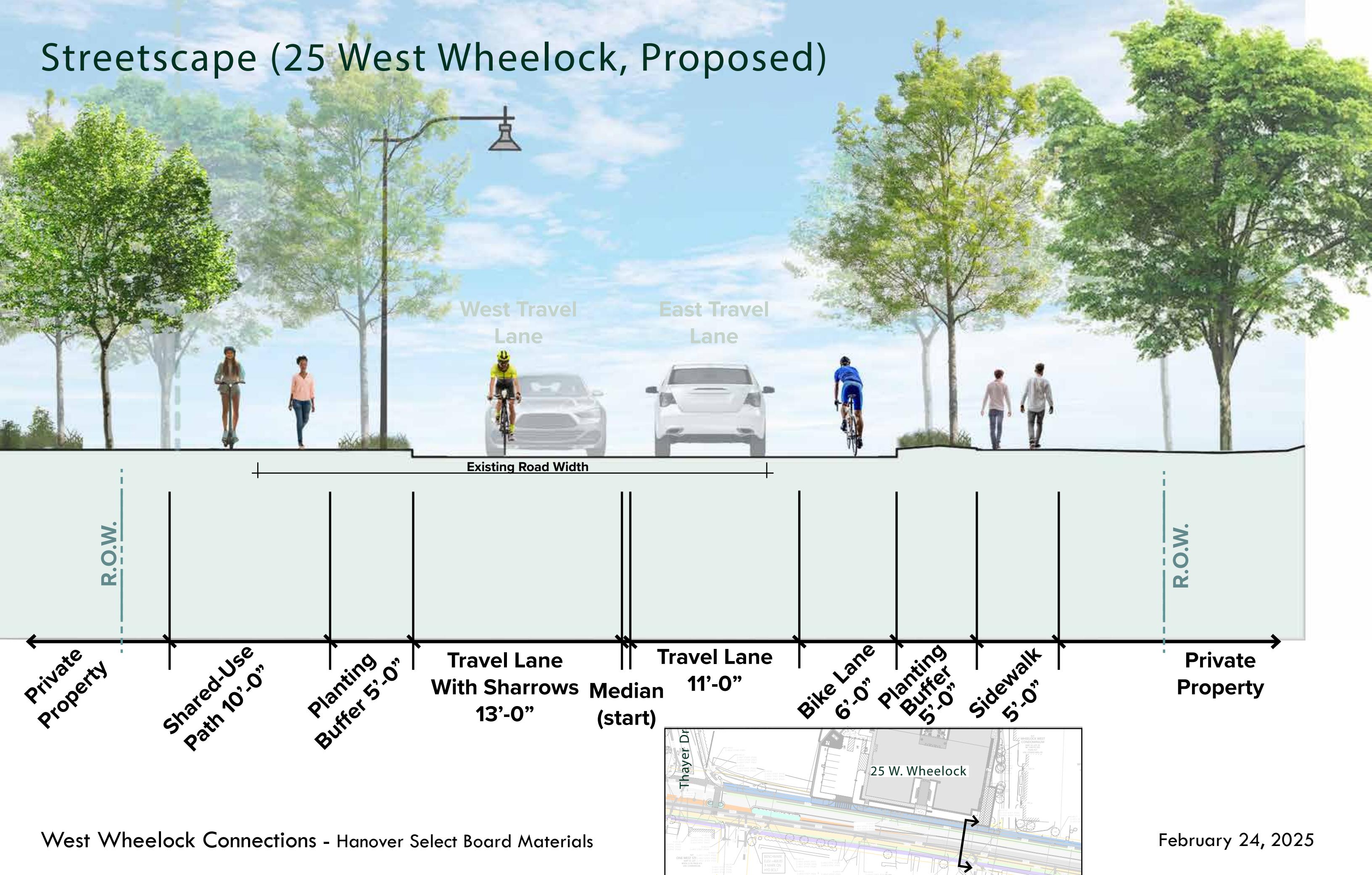


West Wheelock Connections - Hanover Select Board Materials

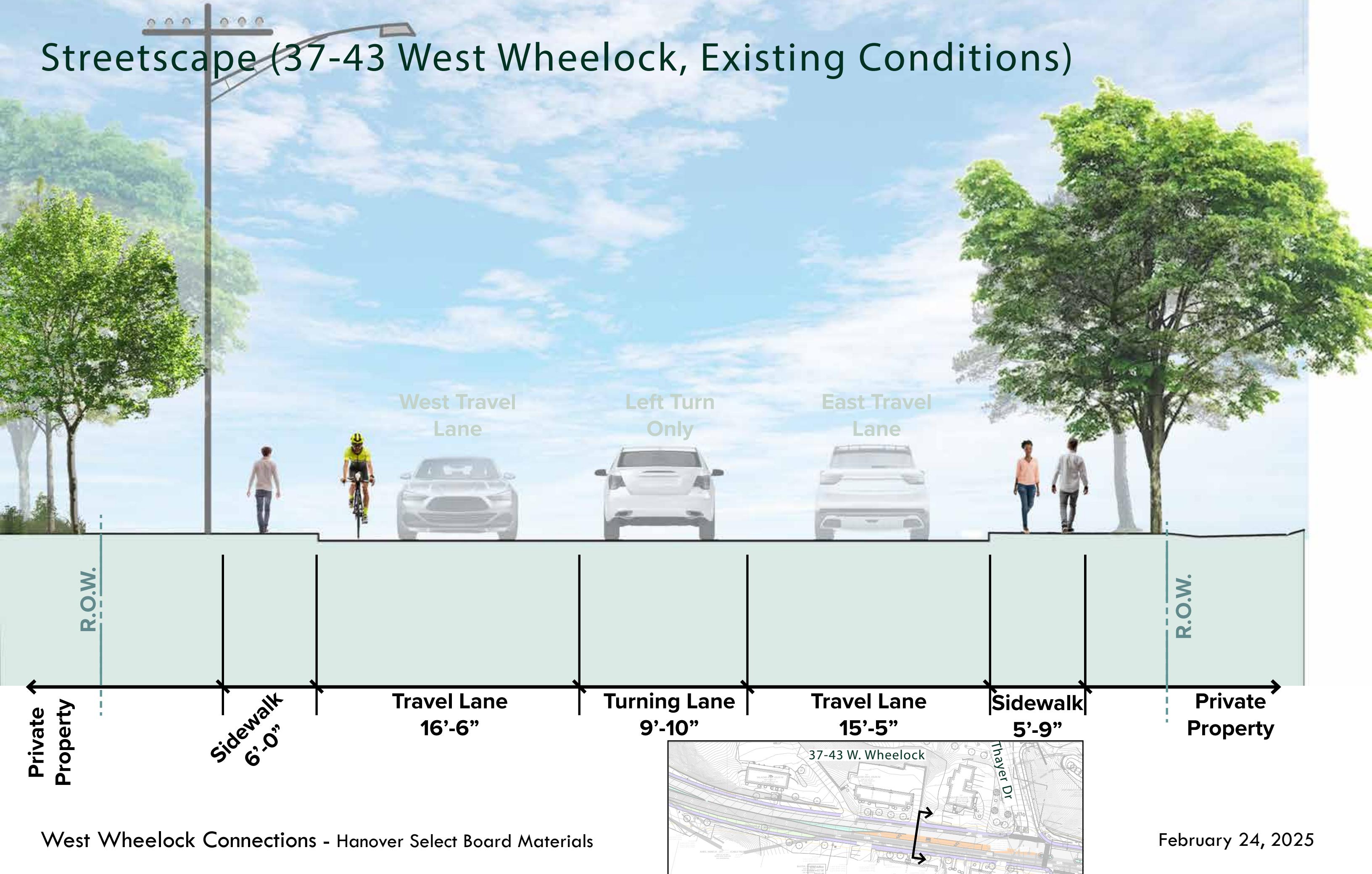


February 24, 2025

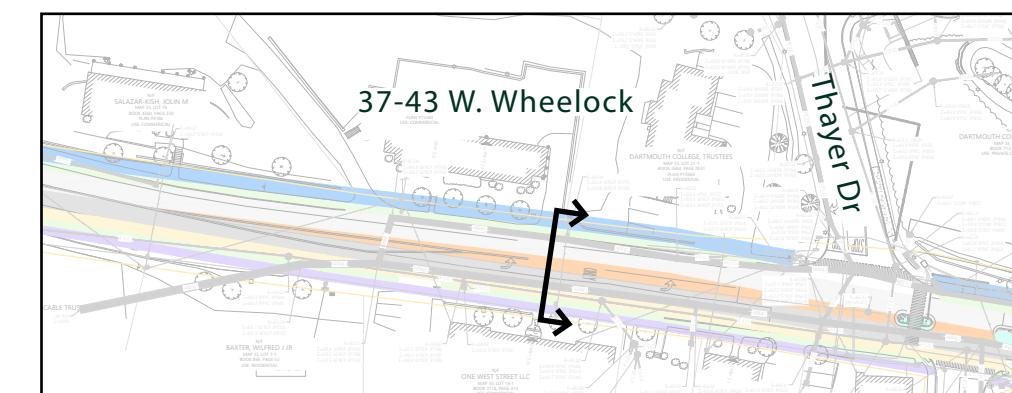
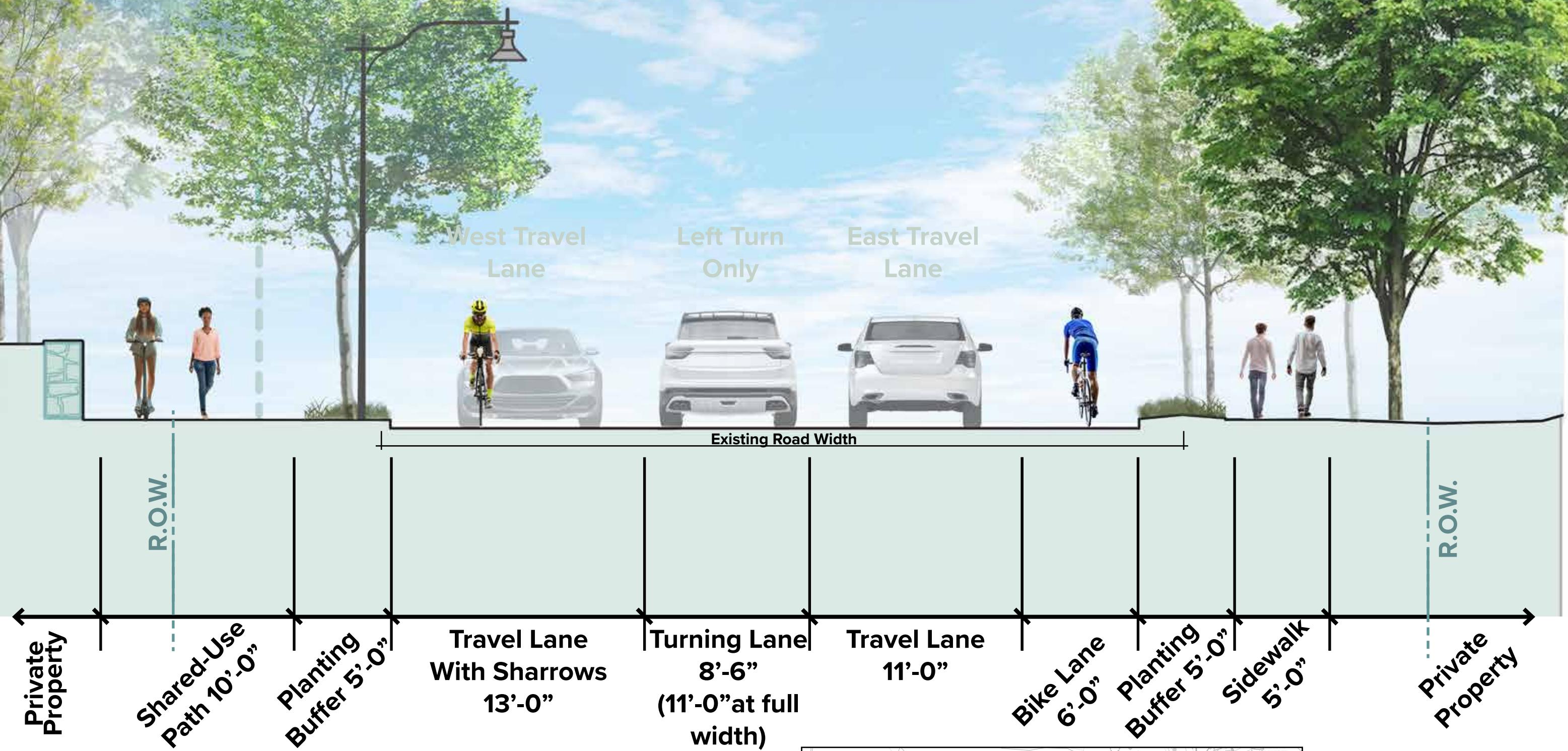
# Streetscape (25 West Wheelock, Proposed)



# Streetscape (37-43 West Wheelock, Existing Conditions)



# Streetscape (37-43 West Wheelock, Proposed)



## **West Wheelock Streetscape Cost Assumptions**

February 24, 2025

VHB provided material take-offs based on the concept design and their survey data from the area. This information was shared with Lee Kennedy Construction to enable them to develop a very high-level estimate. Lee Kennedy was asked to participate because they have the closest knowledge about market conditions and accurate pricing. The Lee Kennedy estimate of \$13,060,000 made the following assumptions:

**Schedule:**

*Phase 1: April 15, 2027 to November 30, 2027*

*Phase 2: April 15, 2028 to November 30, 2028*

*Phase 3: April 15, 2029 to November 30, 2029*

**Phase Direction:**

*Work in westerly direction from the center of town toward the Connecticut River.*

**Work Sequence:**

1. *Mill road in sections.*
2. *Install underground utilities and drainage structures.*
3. *Install asphalt binder*
4. *Install curbing*
5. *Install sidewalks / hardscape*
6. *Install electrical/phone connections to residences and developments*
7. *Remove overhead utilities*
8. *Complete landscaping and trees*
9. *Finish pave*
10. *Line stripe*

**Phasing and OT Allowance**

*Premium time and off-hours / weekend work are anticipated through the duration of the project because the road is expected to remain in use and passable. Phasing and sequencing will be refined with the Town of Hanover.*

**Exclusions**

*New sewer piping and connections are not included.*

The estimate does not include owner costs such as consultant fees, owner's construction administration and owner's contingency. This estimate of \$13,060,000 is for hard construction costs.

## TECHNICAL MEMORANDUM

**REF:** NEX-2020044.00

**DATE:** July 23, 2020

**TO:** Town of Hanover  
Mr. Robert Houseman – Director of Planning, Zoning and Codes  
41 South Main Street  
Hanover, New Hampshire 03755

**REF:** Draft Multimodal Conceptual Alternatives Summary  
South Main Street – Hanover, New Hampshire

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Greenman-Pedersen Inc. (GPI) has prepared this memorandum to accompany three concepts for South Main Street which have been developed to explore alternative street design configurations for South Main Street that respond to the desire for better accommodations for pedestrians and bicyclists. The three alternatives represent a range in terms of the level of change contemplated for South Main Street, from modest changes to the existing layout to more comprehensive changes that involve moving curblines and changing the allocation of space between vehicles, pedestrians and bicyclists.

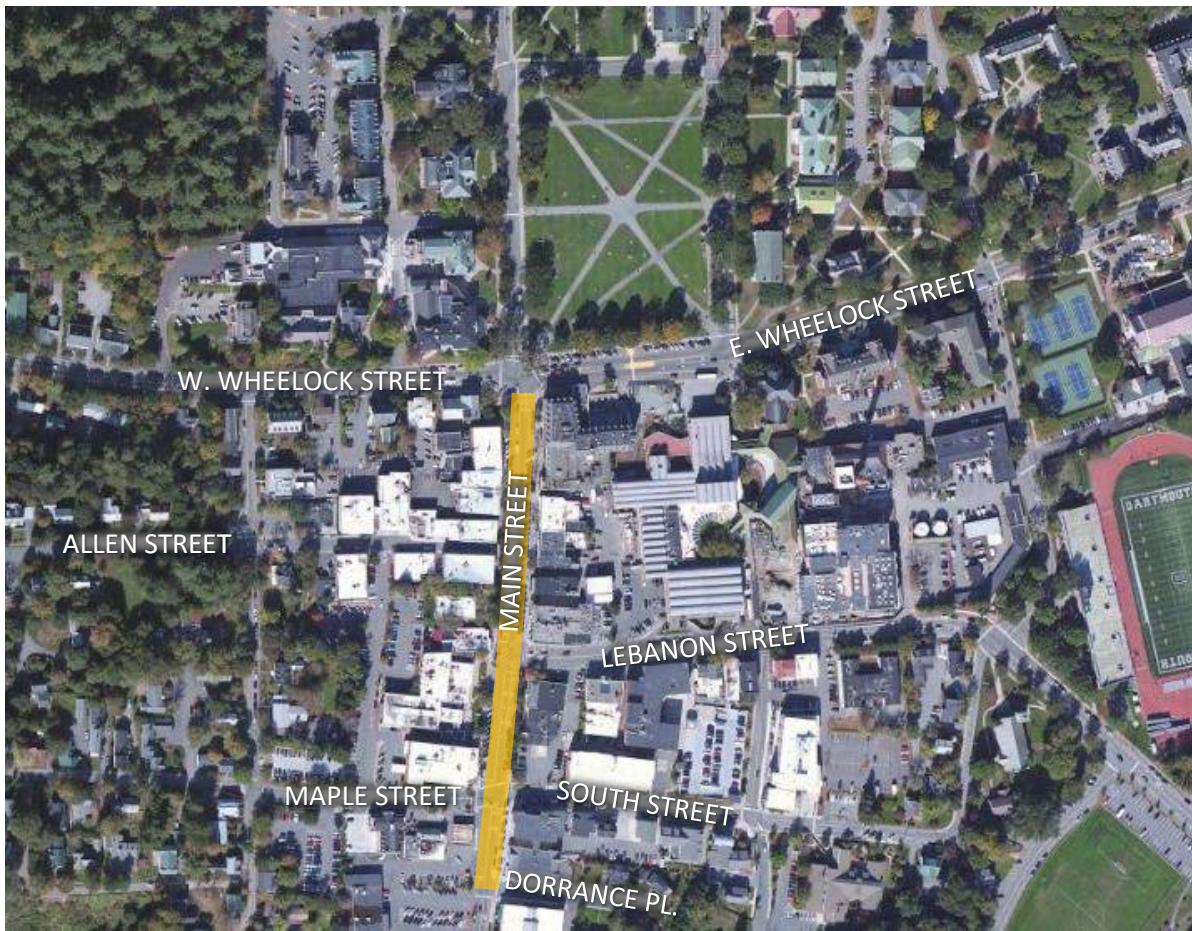
These configurations were developed on a GIS base map with an aerial photo and represent the first step in identifying potential changes to the street geometry and the allocation of space between sidewalks, vehicle lanes, parking and bicycle lanes. The base information is not sufficient to answer detailed questions about street design at this point nor the feasibility. In addition, the Town is collecting traffic data which will help understand the implication on intersection operations.

### OVERVIEW OF THREE DESIGN CONCEPTS

GPI has prepared this *Technical Memorandum* to provide a brief summary of three multimodal conceptual alternatives along South Main Street. The study area on Main Street extends from Wheelock Street at the north limit, southerly to Dorrance Place. The study area is depicted in Figure 1.

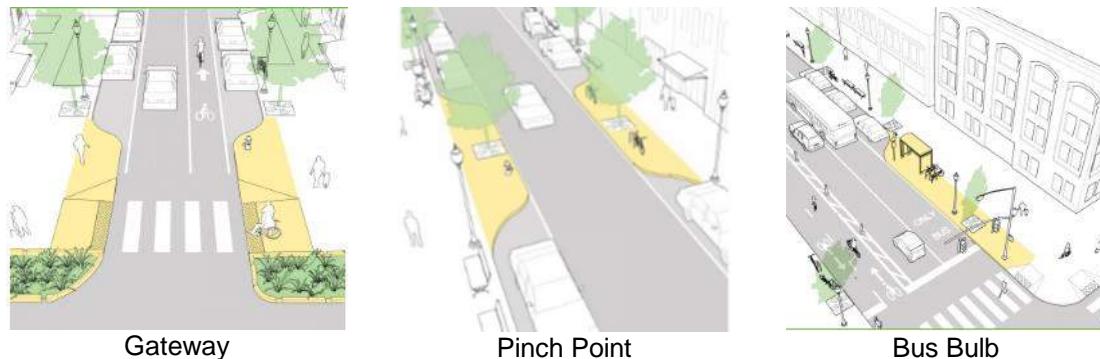
Three conceptual plans have been developed, all of which incorporate improved pedestrian and bicycle accommodations, provide opportunities for landscaping and street appeal, address accessibility issues, and implement various traffic calming measures. Prior to delving into each of the three alternatives, treatments used throughout the various concepts are described on the following pages in more detail with respect to their role/function within the corridor.

**Figure 01.** Study Area



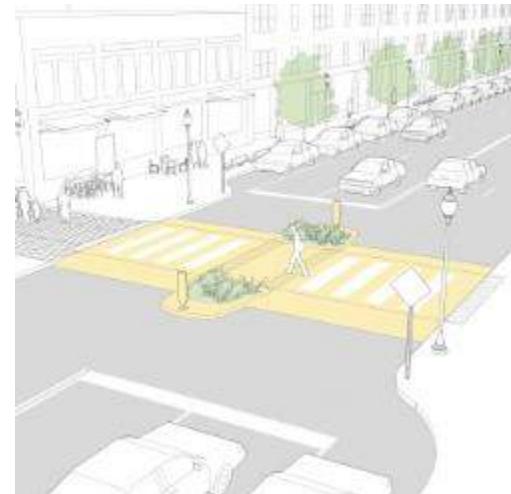
## TREATMENTS USED

- **Curb Extensions or “Bump-Outs”**- These are physical devices that extend sidewalk space at specific locations to enhance pedestrian safety and movement. Specifically curb extensions allow pedestrians to be seen by motorists at crossing locations, they reduce the distance that pedestrians need to cross, slowing vehicles as they maneuver through narrow points along the roadway and force vehicles to slow down as they turn corners. In addition to safety benefits, curb extensions create areas suitable for placemaking, seating and landscaping opportunities. Several different kinds of curb extensions were implemented in the street design concepts including gateways, mid-block crossing pinch point, and bus bulbs as depicted in the following graphic.



Source: National Association of City Transportation Officials – *Urban Street Design Guide*

- **Raised Crosswalks** - Speed tables are gently raised areas that provide vertical deflection to calm vehicle speeds. When used in conjunction with a crosswalk, speed tables are considered raised crosswalks. Speed tables are typically 3 to 3.5 inches in height but are generally 22 feet long (10-foot plateau and two 6 foot ramps). The flat top is typically long enough for the entire wheelbase of a passenger car to rest on and the ramps are sloped gently for a more gradual slowing of vehicles than speed humps. Speed tables are more desirable for emergency vehicles than speed humps as they are less jarring. They also contribute to a more pedestrian friendly and accessible environment by removing curbs and curb ramps making the vehicles the 'guest' in the pedestrian environment.



Source: National Association of City Transportation Officials – *Urban Street Design Guide*

- **Raised Intersections** - A raised intersection is a raised plateau implemented throughout an entire intersection with ramps along all approaches. While considered to be the most expensive of traffic calming options, these devices have the benefit of calming two roadways at one location, where the potential for conflicts is highest. These devices also increase pedestrian safety throughout the entire intersection. Raised intersections are flush with the sidewalk and ensure that drivers traverse the crossing slowly. Bollards along corners keep motorists from crossing into the pedestrian space. Bollards can also be used to protect pedestrians from errant vehicles.



Source: National Association of City Transportation Officials – *Urban Street Design Guide*

- **Sharrows** – Shared Lane Markings (SLMs), or “sharrows,” are road markings used to indicate a shared lane environment for bicycles and automobiles. Among other benefits shared lane markings depict to both bicyclists and motorists where bicyclists should be positioned and expected to ride, reinforce the legitimacy of bicycle traffic on the street, and may be configured to offer directional and wayfinding guidance. Green-backed ‘Super Sharrows’ are more visible. In general, Sharrows are typically appropriate for low-volume, low speed streets. On South Main Street they would not create a high-comfort bicycling environment that is suitable for all ages and abilities of riders but would signal to motorists and bicyclist where they are expected to ride.



Source: National Association of City Transportation Officials – *Urban Bikeway Design Guide*

- **Conventional Bike Lanes** – A Bike Lane is defined as a portion of the roadway that has been designated by striping, signage, and pavement markings for the preferential or exclusive use of bicyclists. Bike lanes enable bicyclists to ride at their preferred speed without interference from prevailing traffic conditions and facilitate predictable behavior and movements between bicyclists and motorists. A bike lane is distinguished from a cycle track in that it has no physical barrier (bollards, medians, raised curbs, etc.) that restricts the encroachment of motorized traffic.



Source: National Association of City Transportation Officials – *Urban Bikeway Design Guide*

- **Cycle Tracks** - A cycle track is an exclusive bike facility that combines the user experience of a separated path with the on-street infrastructure of a conventional bike lane. A cycle track is physically separated from motor traffic and distinct from the sidewalk. Cycle tracks have different forms but all share common elements—they provide space that is intended to be exclusively or primarily used for bicycles, and are separated from motor vehicle travel lanes, parking lanes, and sidewalks. In situations where on-street parking is allowed cycle tracks are located on the curb-side of the parking (in contrast to bike lanes). Cycle tracks may be one-way or two-way, and may be at street level, at sidewalk level, or at an intermediate level. Buffers may come in several different forms (as depicted below), all of which are a consideration for the facility's design.



Source: National Association of City Transportation Officials – *Urban Bikeway Design Guide*

## ALTERNATIVE 1 - TRAFFIC CALMING WITH SHARROWS

Alternative 1 provides accommodation of bicycles in a mixed-flow configuration with vehicles using traffic calming features such as curb extensions and raised intersections and crossings to improve pedestrian conditions. This alternative represents minimal change in terms of revising the existing curblines.

### Scope of Work

- Implement 'super-sharrows' along the corridor in both travel directions.
- Expand curb extensions at intersections and the mid-block crossing at Allen Street.
- Implement a raised intersection at S. Main St./Lebanon St.
- Maintain existing conditions for parking stalls / back -out space. Note: existing 60-degree parking stalls and receiving lane widths do not meet current ITE recommended dimensions. We maintained existing dimensions where there is angled parking in Alternative 1 as it appears to function well currently.

### Pros

- Enhances awareness of bicyclists
- Improves crossings and pedestrian safety
- Slows vehicle turning speeds
- Addresses accessibility issues
- Minimal reduction to the number of on-street parking spaces
- Minimal curb work
- Least expensive alternative

### Cons

- Does not provide a high level of comfort for all 'ages and abilities' bicyclists
- Parking loss of 2 spaces (3%)
- Little opportunity to widen sidewalks and incorporate additional streetscape elements

- Angled head-in parking occupies a lot of space within the ROW. Angled back-out parking is considered less safe compared to parallel parking with respect to bicyclist safety.

## ALTERNATIVE 2 - CYCLE TRACK / WIDER SIDEWALKS

Alternative 2 represents the greatest enhancement of bicycle and pedestrian accommodations with parking reconfigured to parallel, protected bike lanes/cycle tracks in both directions and increased sidewalk width in some areas. For South Main Street we assume that the cycle tracks are developed at sidewalk level similar to this photo from Cambridge, MA:



### Scope of Work

- Implement cycle track in both travel directions with 3-foot parking buffer
- Convert all on-street parking to parallel parking
- Implement curb extensions
- Implement raised intersections at S. Main/Lebanon
- Widen sidewalks
- Implement streetscape elements where space permits
- Provide bike boxes at signalized intersections

### Pros

- Provides enhanced pedestrian accommodations and high comfort bicycle accommodations in both directions
- Provides designated space for exclusive bicycle use in both directions
- Improves crossings and pedestrian safety
- Slows vehicle turning speeds
- Addresses accessibility issues
- Gain sidewalk width in several locations
- Provides several opportunities for streetscape elements to be implemented
- Removes angled, head-in parking which allows for better space allocation for other modes and improves bicycle safety

### Cons

- Loss of 31 parking spaces
- Involves more construction/expense
- Removes northbound exclusive right turn lane at Lebanon Street intersection which requires a modification to the lane use at the Maple/South intersection in the NB direction. This may result in additional vehicle delay/queuing. Traffic counts are needed to understand how signal operations/capacity would be impacted by this concept.

## ALTERNATIVE 3 - SHARED LANES / WIDER SIDEWALKS / SOUTHERN CYCLE TRACK

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Alternative 3 represents the greatest enhancement of sidewalk space with ample room for sidewalk dining, walking, seating and landscaping. In this alternative, parking is reconfigured to parallel and shared lanes in both directions are provided for bicycles on the block between Wheelock Street and Lebanon Street. Bike lanes and bike boxes are provided at intersection approaches with left turning lanes to help facilitate bike turning movements. South of Lebanon Street the one-way cycle tracks are similar to those shown in Alternative 2.

One possible option for the block between Wheelock Street and Lebanon Street would be to develop it as a curbless, shared street which provides flexibility for the use of the street for festivals and street events. Examples of similar street designs are shown below:



Argyle Street, Halifax

A video explaining the Halifax street design can be found through this link:  
<https://www.youtube.com/watch?v=feW5RycrbU>

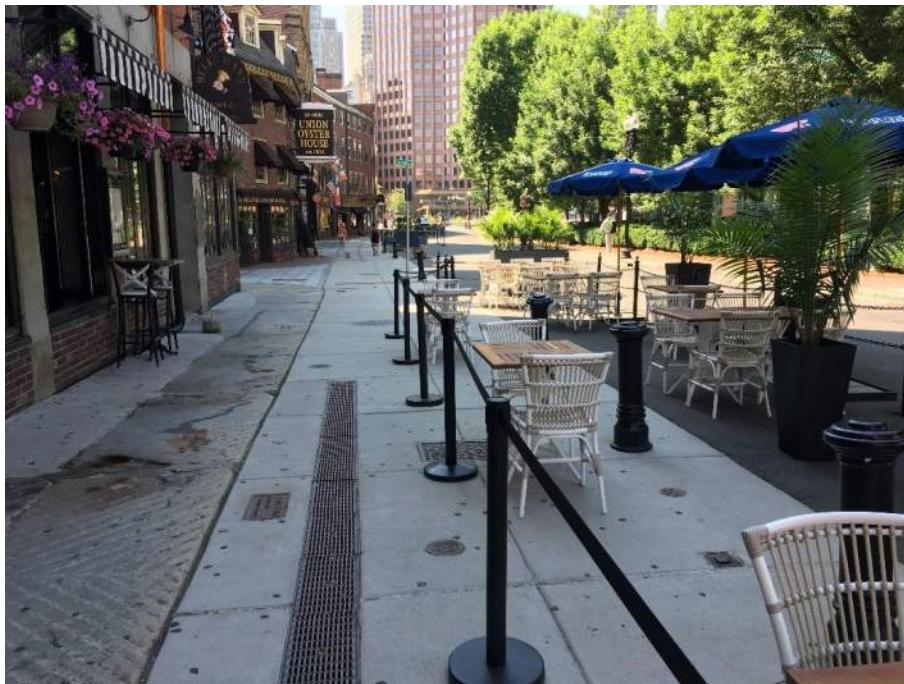


**Argyle Street, Chicago**

<https://www.site-design.com/argyle-streetscape/>



**Bell Street, Seattle**



**Union Street, Boston.**

#### **Scope of Work**

- Convert all on-street parking to parallel parking
- Install sharrows for shared use travel (Wheelock Street to Lebanon Street)
- Install raised cycle track south of Lebanon Street to southern limits
- Implement bike lane and bike boxes at S. Main/Wheelock, S.Main / Lebanon and S. Main/Maple
- Implement curb extensions
- Implement raised crosswalk just south of Allen Street
- Implement raised intersections at S. Main/Lebanon
- Widen sidewalks
- Implement streetscape elements where space permits

#### **Pros**

- Provides enhanced pedestrian accommodations
- Enhances awareness of bicyclists
- Provides designated space for exclusive bicycle lane/bike box at intersections with left turning maneuvers
- Improves crossings and pedestrian safety
- Slows vehicle turning speeds
- Addresses accessibility issues
- Significant gain in sidewalk width in most locations
- Provides several opportunities for streetscape elements to be implemented
- Removes angled head-in parking which allows for better space allocation for other modes and improves bicycle safety

#### **Cons**

- Loss of 31 parking spaces
- Involves more construction/expense

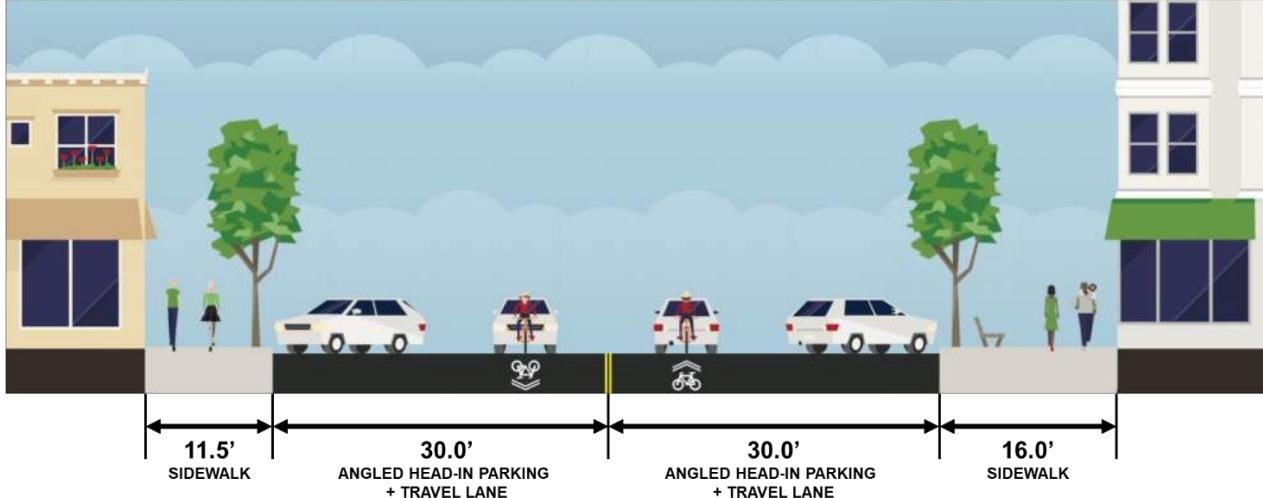
- Removes northbound exclusive right turn lane at Lebanon Street intersection which requires a modification to the lane use at the Maple/South intersection in the NB direction. This may result in additional vehicle delay/queuing. Traffic counts are needed to understand how signal operations/capacity would be impacted by this concept.
- Does not provide a high level of comfort for all 'ages and abilities' bicyclists

## PROPOSED CROSS SECTIONS

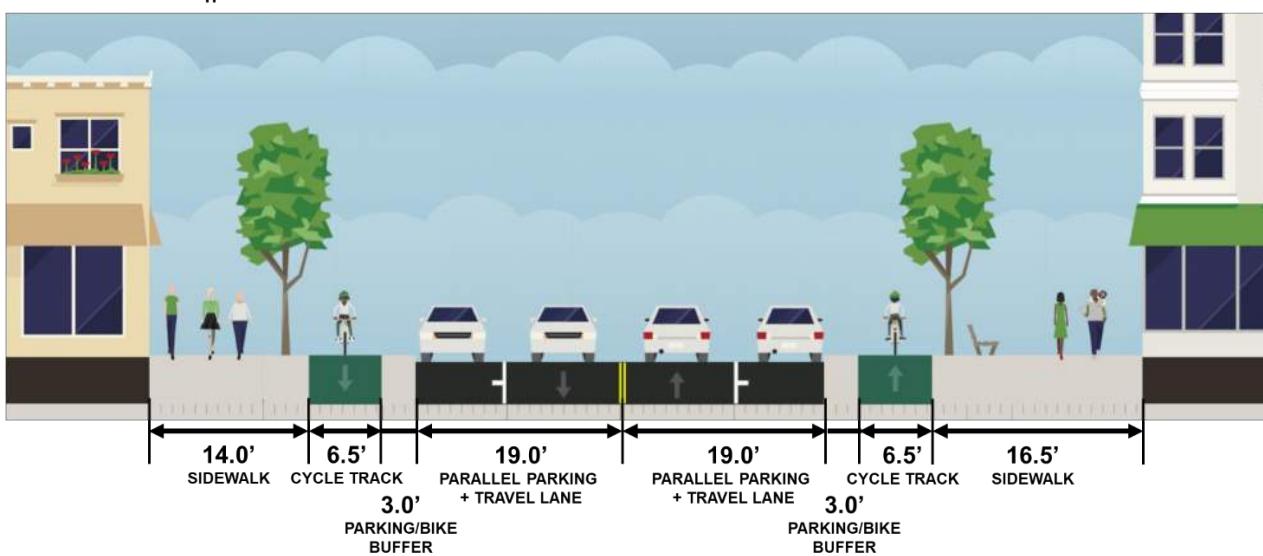
Available Right-Of-Way varies along the South Main Street corridor and as a result it was broken down into four segments to depict proposed cross sections.

### Segment 01 – Wheelock Street to Allen Street (Building to Building Width = 87.5')

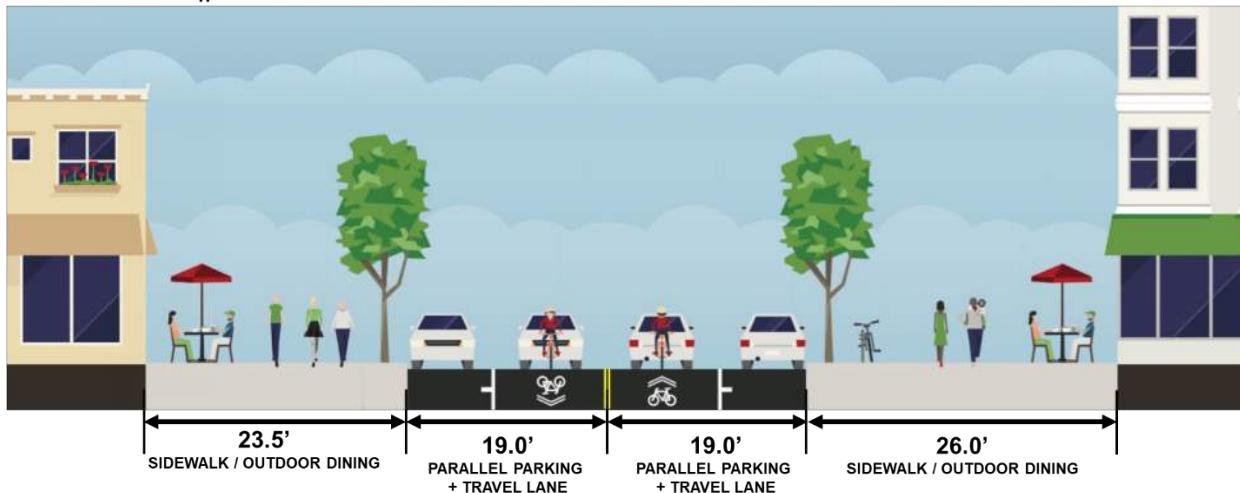
ALTERNATIVE 1 || Wheelock Street to Allen Street



ALTERNATIVE 2 || Wheelock Street to Allen Street

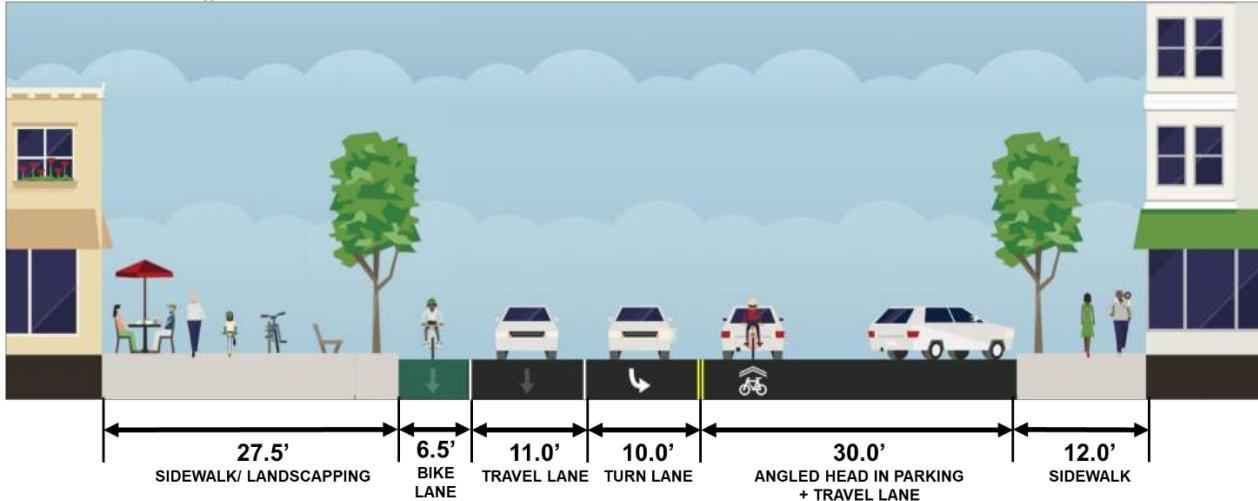


**ALTERNATIVE 3 ||** Wheelock Street to Allen Street

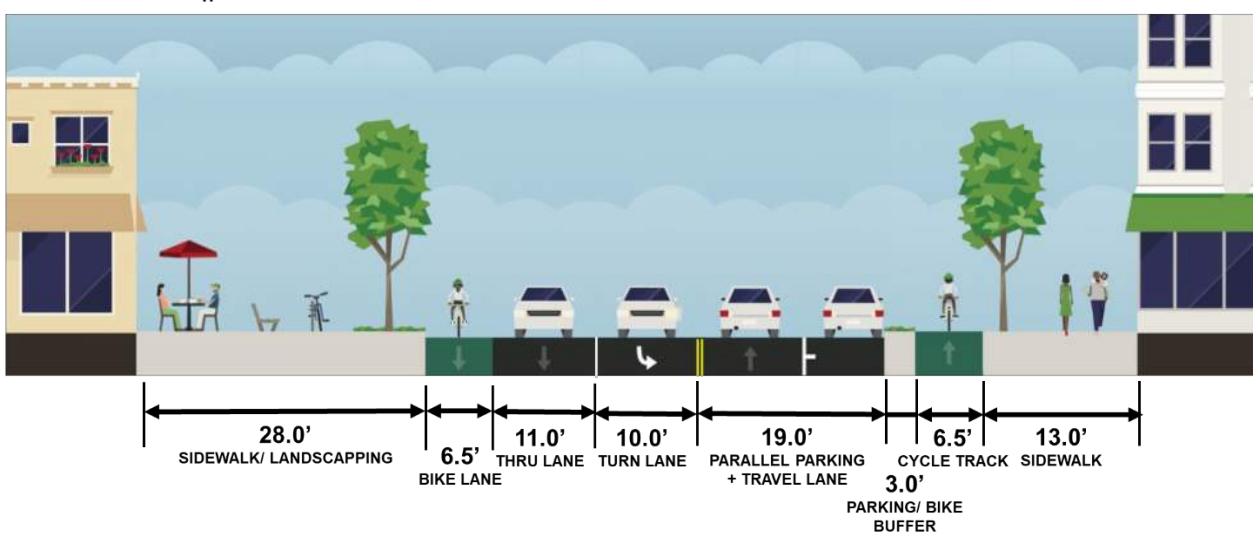


### Segment 02 –Allen Street to Lebanon Street (Building to Building Width = 97')

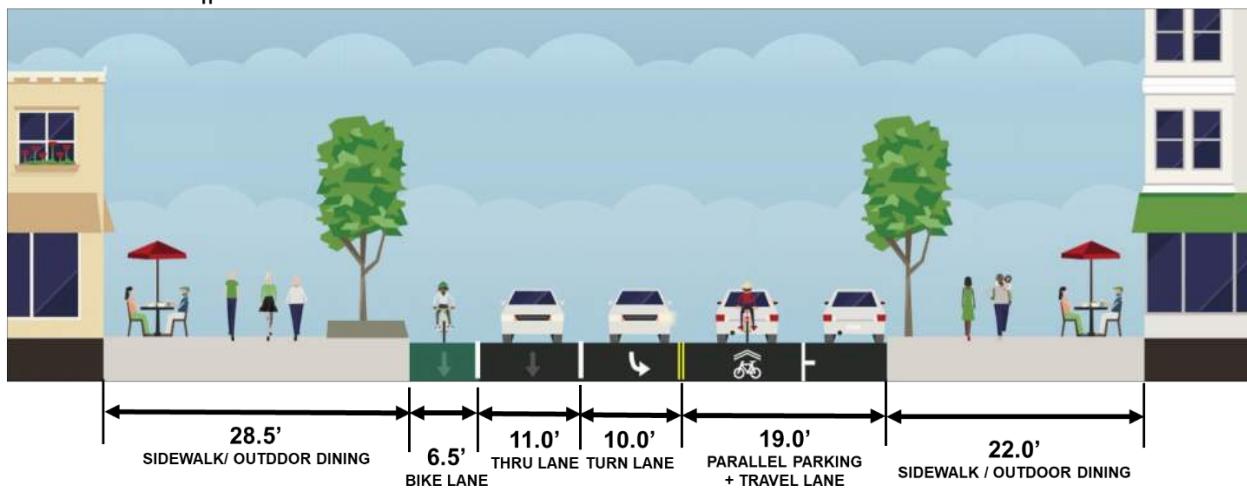
**ALTERNATIVE 1** || Allen Street to Lebanon Street



**ALTERNATIVE 2** || Allen Street to Lebanon Street

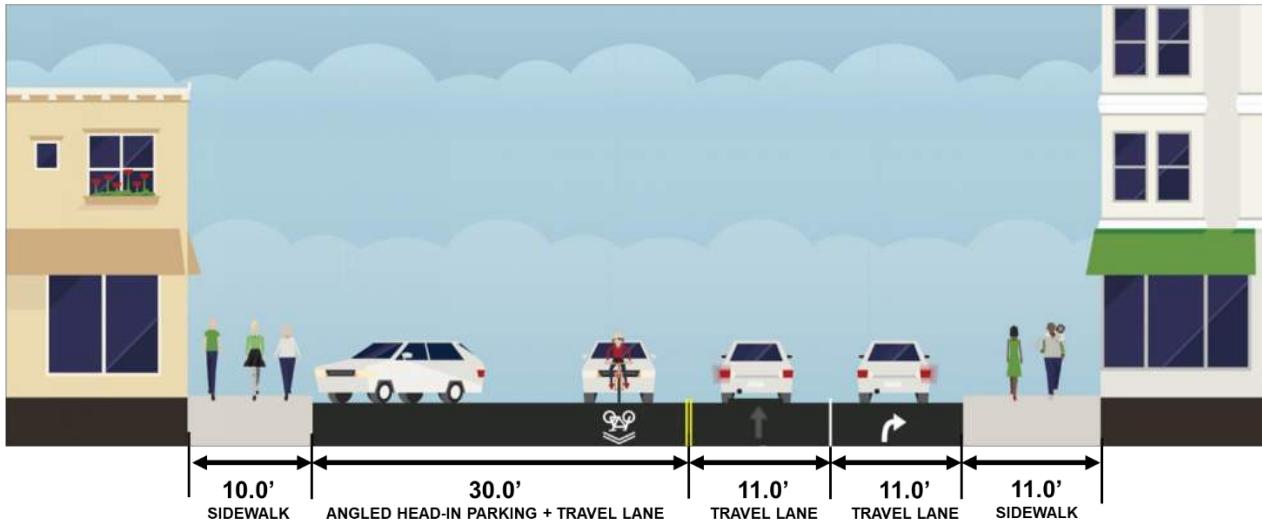


**ALTERNATIVE 3 ||** Allen Street to Lebanon Street

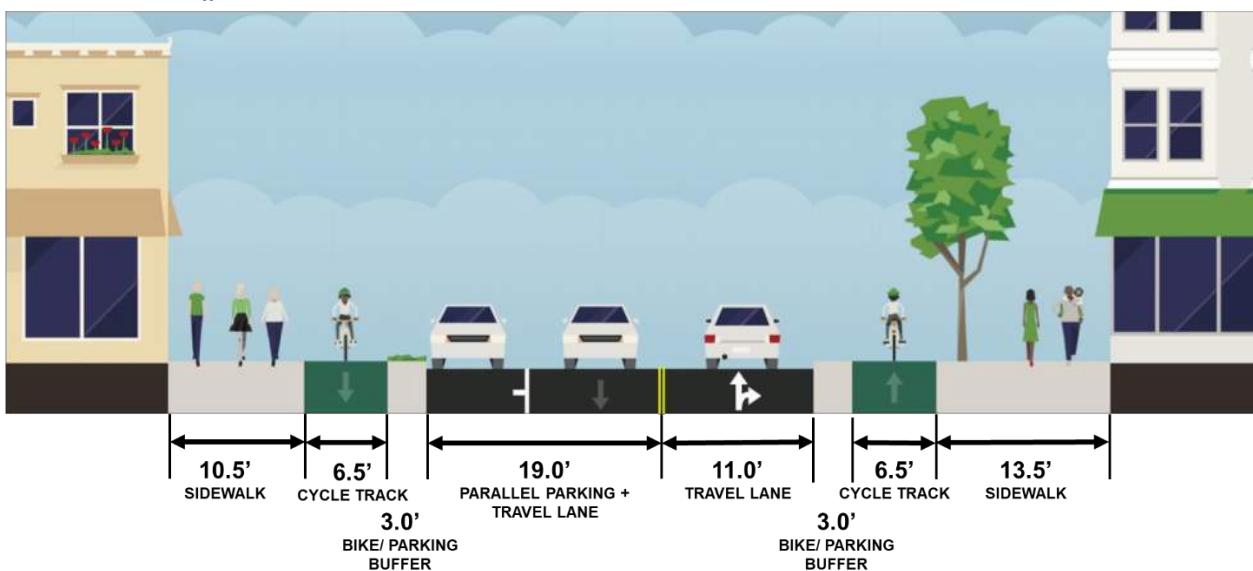


### Segment 03 – Lebanon Street to Maple Street (Building to Building Width = 73')

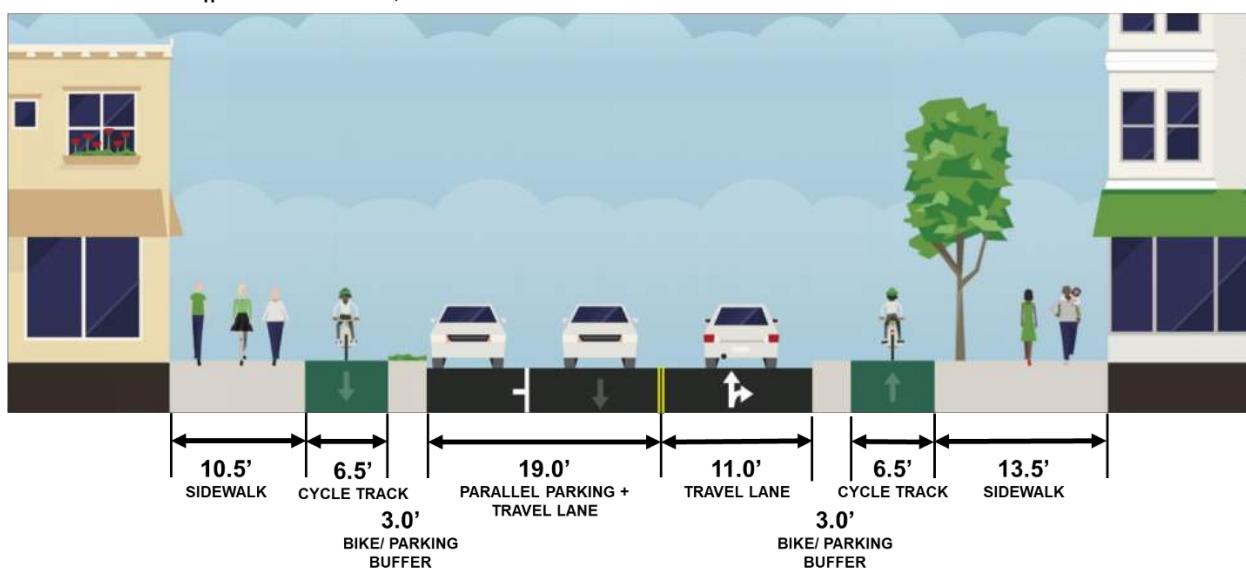
**ALTERNATIVE 1** || Lebanon Street to Maple Street



**ALTERNATIVE 2** || Lebanon Street to Maple Street

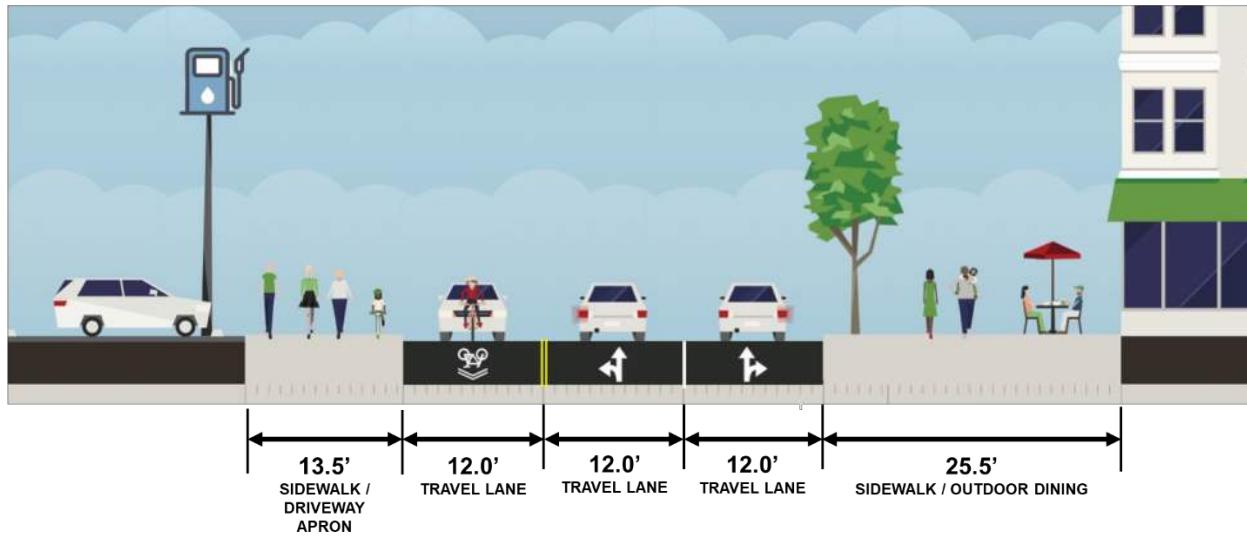


**ALTERNATIVE 3 || Lebanon Street to Maple Street**

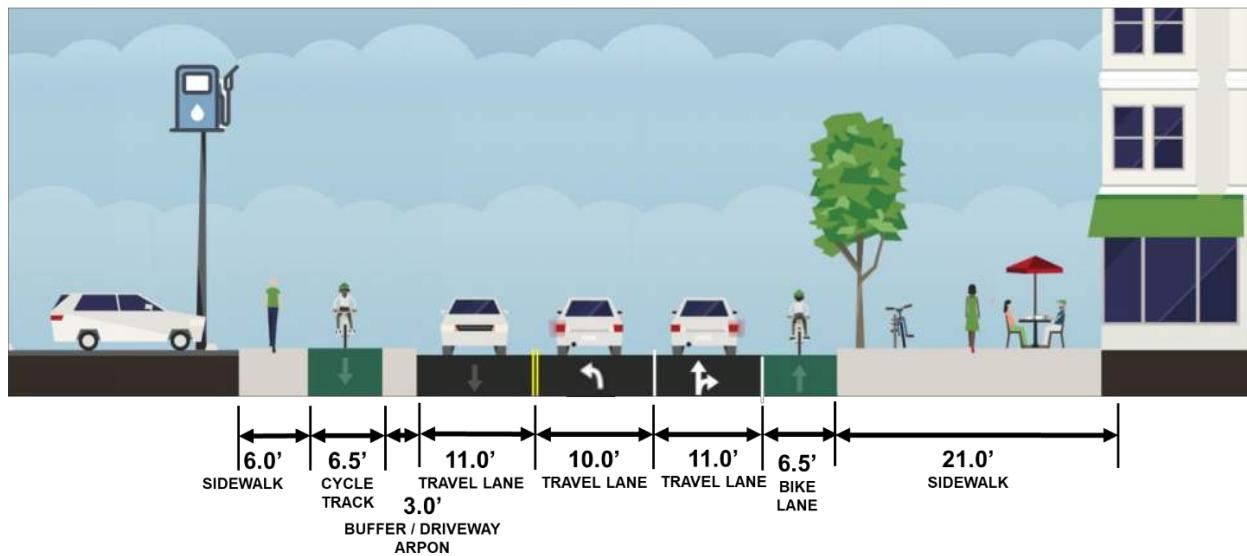


### Segment 04 –Maple Street to Dorrance Place (ROW Width = 77')

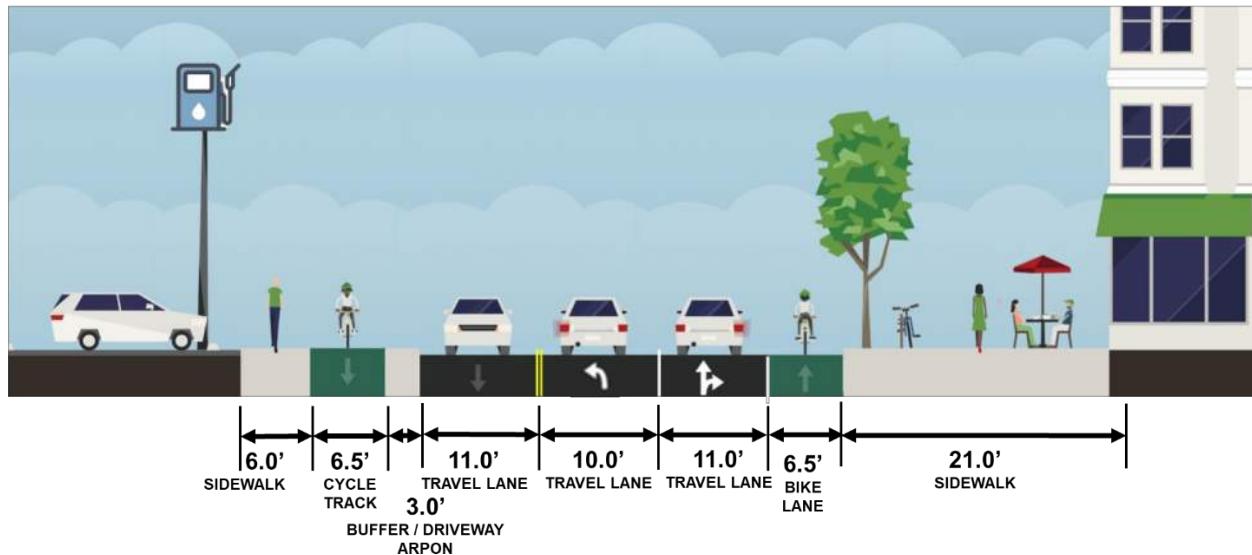
#### ALTERNATIVE 1 || Maple Street to Dorrance Place

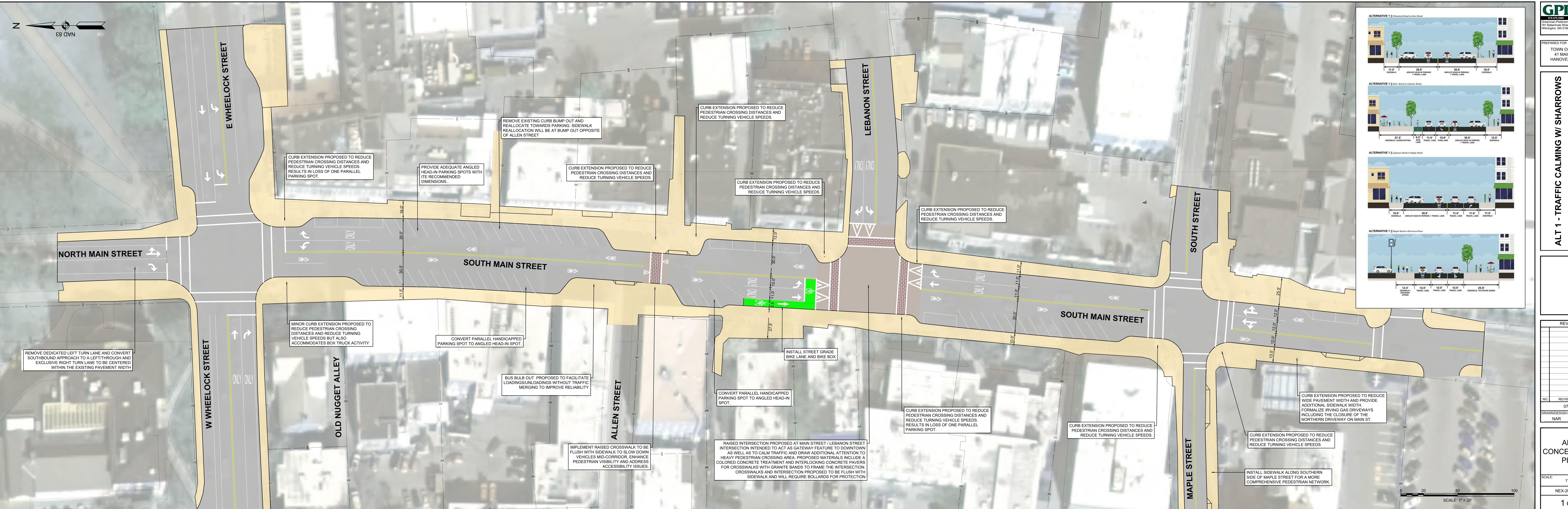


#### ALTERNATIVE 2 || Maple Street to Dorrance Place

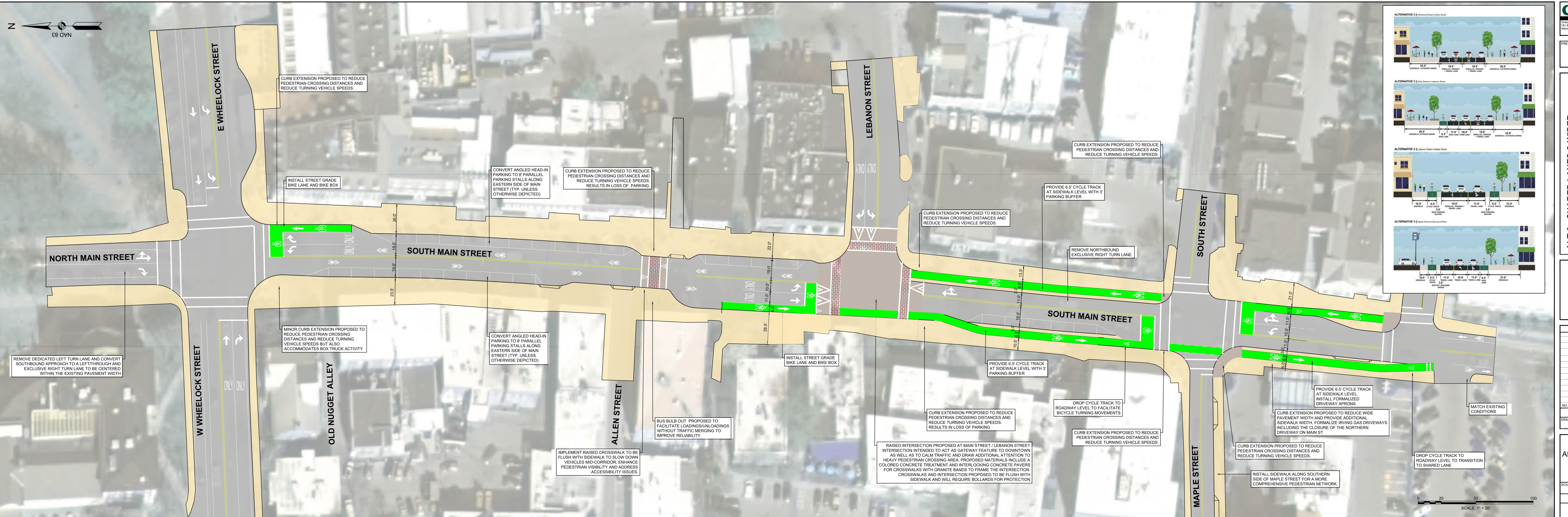


**ALTERNATIVE 3 ||** Maple Street to Dorrance Place









**GPI** engineering  
design  
Planning  
Management  
Consulting

976-3999  
Greene-Peterson  
81 Main Street, Suite 202  
Wilmington, MA 01887

PREPARED  
TOWN OF HANOVER  
41 MAIN STREET  
HANOVER, NH 03755

**ALT 3 - SHARED LANES/ SOUTHERN CYCLE TRACK**  
**SOUTH MAIN STREET**  
**HANOVER, NEW HAMPSHIRE**

**REVISIONS**

NO.	REVISION	DATE
07/20	07/20	07/20
DRA	SIGN	BY
IN B	Y	CEC
NA	X	XX

**ALT 3 CONCEPT**

**ROLL PLAN**

**SCALE:**

**EX-20-0400**

**1" = 20'**

**1 OF 1**

Main & Lebanon Street reconstruction GPI concept #3

Description	Number	Units	Unit price	Total
Mobilization	1 LS		\$100,000	\$100,000
Concrete removal	5000 SY		\$50	\$250,000
curb removal	2000 LF		\$15	\$30,000
excavation and disposal of soils	8445 CY		\$55	\$464,475
Bank Run Gravel Base	7622 TN		\$85	\$647,870
Crushed Gravel	1906 TN		\$85	\$162,010
Asphalt Pavement	1761 TN		\$180	\$316,980
Markings	3500 LF		\$3	\$10,500
Curb replacement	2500		\$75	\$187,500
Sewer Manhole rehab	11 EA		\$20,000	\$220,000
Sewer main upgrade	1410 LF		\$350	\$493,500
Roof leader seperation	650 LF		\$150	\$97,500
Water main Replacement	2000 LF		\$500	\$1,000,000
Water Services	1275 LF		\$250	\$318,750
Hydrants	5 EA		\$10,000	\$50,000
Catch Basins	30 EA		\$5,500	\$165,000
Storm Drains	2000 LF		\$120	\$240,000
Tree Removal	19 EA		\$1,000	\$19,000
Lighting removal	1 LS		\$5,000	\$5,000
Sidewalk Base Gravel	8128 TN		\$45	\$365,760
Sidewalk crushed Gravel	2032 TN		\$60	\$121,920
Raised crosswalk	83 SY		\$150	\$12,450
Raised intersection	622 SY		\$150	\$93,300
Signal replacement	2 EA		\$500,000	\$1,000,000
conduit & lighting wires	3500 LF		\$40	\$140,000
pull boxes	6 EA		\$1,500	\$9,000
Lighting LED	20 EA		\$20,000	\$400,000
Concrete Sidewalk	6590 SY		\$120	\$790,800
Trees & grates & structural soil	50 EA		\$5,000	\$250,000
Hazardous soils allowance (near gas station)	1 LS		\$100,000	\$100,000
Banner raising system	1 LS		\$250,000	\$250,000
Temporary controls	1 LS		\$400,000	\$400,000
		Construction Total		\$8,711,315
		Insurance & Bonds 5%		\$304,896
		Design & Construciton Inspection 15%		\$1,306,697
		contingency 30%		\$2,613,395
		Total		\$12,936,303

loan repayment

Rate	4.00%
Term	20

**Appendix C**  
**Adoption of RSA 162-K**

**Hanover Town Meeting**  
**May 12, 1998**  
**(excerpt of the minutes)**

**ARTICLE SEVEN:** Shall we adopt the provisions of RSA 1 62-K, creating authority to establish municipal economic development and revitalization districts?

Selectman Walsh moved that the Town vote to adopt the provisions of RSA 162-K of the New Hampshire Revised Statutes Annotated creating authority to establish municipal economic development and revitalization districts. The motion was seconded by Selectman Connolly. Moderator Bird re-read the motion of Selectman Walsh. By a voice vote, the audience was in favor of proceeding to vote on Selectman Walsh's motion...

There being no further discussion, a voice vote was taken on Selectman Walsh's motion. The motion PASSED and Article Seven was ADOPTED