

Selectboard  
January 6, 2025  
Final

**SELECTBOARD MEETING**

**January 6, 2025**

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

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

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

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

Absent: None

**1. Opening of Meeting**

**a. Call to Order**

C. Callaghan called the meeting to order.

**2. Public Hearing**

None

**3. Agenda Review**

None

**4. Announcements/recognition**

None

**5. Public Comment**

**a. Public may address the Board**

None

**6. Business Requiring Discussion**

**a. Department Budget Presentations**

The following Departments presented their FY26 budgets:

R. Houseman noted he and Ellen have been working with the departments on a zero-base budget plan and they will present those budgets tonight.

**i. IT**

IT Director Corey Stevens presented this item and highlighted:

- Department functions and goals
- Current Budget/ Proposed Budget
  - Discussion: Woodstock Revenue
  - Challenges and Opportunities
    - Expanding broadband

Additional line items and projects were reviewed by the board and clarified by staff.

Joanna Whitcomb, Vice Chair arrived at this time.

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iii. Assessing

Assessor Norm Bernaiche presented this item and highlighted:

- Department responsibilities and staff
- Goals for 2025
  - Trainings
  - Sales and building permit monitoring
  - Ensure data is accurate and respond to requests for record changes
- Current Budget/ Proposed Budget
  - Increases due to 2025 revaluation process and operational costs
- Challenges

Athos Rassias, Selectboard Member arrived at this time.

Additional line items and projects were reviewed by the board and clarified by staff relating to the revaluation.

ii. Etna Library

Jeff Metzler Director of Etna Library presented this item and highlighted:

- Department summary, history and staffing
- Current Budget/ Proposed Budget
  - Proposed staffing changes
  - Proposed changes not included in the proposed budget
  - Capital Expenses
    - Building addition
    - Story Time Gazebo
  - Summary of Proposed Budget
    - Statistics

Specific line items and staffing were reviewed by the board and clarified by staff.

iv. Human Resources

Katie Williams, Human Resources Director presented this item and highlighted:

- Department Overview
- Goals
  - Attract qualified employees and increase retention
  - Improve employee engagement, satisfaction
  - Finalize updated employee manual
  - Employee training and development of succession plans
- Current Budget/ Proposed Budget
  - Increased cost due to personnel

Specific line items and staffing were reviewed by the board and clarified by staff.

- Challenges and Opportunities

Additional staffing/ salary details were asked and answered by staff.

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### v. Finance Department and Admin Services

Ellen Bullion, Director of Finance and Admin Services presented this item and highlighted:

- Department Summary- staffing
- Goals
  - Update financial policies
  - Evaluate and Leverage the Accounting System
  - Develop a plan to transition to electronic documents
  - Deliver an unqualified FY25 audit by 12/31/25
- Current Budget/ Proposed Budget

### Town Clerk/ Tax Collector

Tracy Walsh, Senior Assistant Clerk/ Dep. Dir. Admin Services and Bobbie Hitchcock, Town Clerk presented this item and highlighted:

- Department overview
- Goals
  - Staff onboarding and training
  - Plan for town and statewide elections
  - Research our software for possible upgrade or use ours more efficiently
- Current Budget/ Proposed Budget
  - New hardware for election required this year

Additional details were asked and answered by staff relating to vendor revenues and the clearing account.

### vi. Planning and Zoning

R. Houseman, Town Manager presented this item and highlighted:

- Department Overview, staffing and goals
- Current Budget/ Proposed Budget

Additional details were asked and answered by staff relating to consultant fees and ongoing and completed studies.

### vii. Town Manager

R. Houseman, Town Manager presented this item and highlighted:

- Department Summary- structure and function
- Goals
- Current Budget/ Proposed Budget

The board asked for clarification and reviewed with staff specific line items documented in a spreadsheet the board members had in front of them.

Discussion occurred about the process relating to accessing the Brissette Funds.

### viii. Selectboard

- Goals taken from the RKOs
- Current Budget/ Proposed Budget

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## **7. Business Requiring Action**

### **a. Review of Social Service Recommendations**

R. Houseman supplied his recommendations in writing as part of the meeting packet. The board discussed the recommendations for funding the social service agencies who have requested it and concluded that the recommendations as submitted for this meeting will be included into the budget process as presented.

### **b. Approval of December 9 and 16, 2024 Selectboard Minutes**

**At 7:15 pm J. Chamberlain MOVED to approve the minutes of December 9, 2024 as submitted. A. Rassias SECONDED.**

**All in favor**

Board members discussed edits to the December 16<sup>th</sup> minutes

**At 7:19 pm J. Chamberlain MOVED to approve the minutes of December 16, 2024 as amended. J. Whitcomb SECONDED. All in favor with Rassias abstaining**

### **c. Approval of items by Consent**

#### **i. Donations – Etna Library, Hanover Police Department, and Hanover Fire Department**

Etna Library – received donations in the amount of \$1,000 from Adrienne Moraff and Greg Morris, \$250.00 from Joseph W. Shaw V, \$500.00 from Virginia F. Stillman-Kirschner, and \$100.00 from Jerry and Pat Balkom.

Hanover Fire Department – received a donation in the amount of \$200.00 from Antiss Hunt Smithers.

Hanover Police Department – received a donation in the amount of \$100.00 from Joseph and Maryam Paydarfar.

Action Requested: Approve the above donations to the Etna Library, Hanover Fire Department, and Hanover Police Department.

**At 7:20 pm J. Chamberlain MOVED to accept the donations as presented and read. A. Rassias SECONDED. All in favor**

## **8. Selectboard Reports**

- J. Berke
  - Downtown working group
- J. Whitcomb
  - Trustees of Trust Funds
  - Sustainable Hanover
- A. Rassias
  - Nothing to Report
- J. Chamberlain
  - Styrofoam collection January 25
    - Discussion on electronics recycling
  - Sustainable Hanover
    - Presentation given on busses
  - Bike Walk
    - Presentation coming up with person who traveled on bike Alaska to Argentina
- C. Callaghan
  - CIPC

## **Other Business**

Discussion on ice skating on the green

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**9. Adjournment**

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

**J. Whitcomb MOVED to adjourn at 7:27pm. J. Berke SECONDED.**

**All in favor.** The meeting adjourned at 7:27PM.

Respectfully Submitted,

Jarett Berke, Secretary

**SUMMARY**

**Item 7b**

**At 7:15 pm J. Chamberlain MOVED to approve the minutes of December 9, 2024 as submitted. A. Rassias SECONDED.**

**All in favor**

**At 7:19 pm J. Chamberlain MOVED to approve the minutes of December 16, 2024 as amended. J. Whitcomb SECONDED. All in favor with Rassias abstaining**

**Item 7c**

**At 7:20 pm J. Chamberlain MOVED to accept the donations as presented and read. A. Rassias SECONDED. All in favor**

**Item 9**

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

**J. Whitcomb MOVED to adjourn at 7:27pm. J. Berke SECONDED.**

**All in favor.** The meeting adjourned at 7:27PM.