

**SELECTBOARD MEETING
February 10, 2025**

5PM - MUNICIPAL OFFICE BUILDING - HANOVER, NH

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

Also present were: Joanna Whitcomb, Vice Chair, Athos Rassias, Selectboard Member, Rob Houseman, Town Manager, Jennie Chamberlain, Selectboard Member, Jarett Berke, Selectboard Member; Ellen Bullion, Finance Director

Absent: None

1. Opening of Meeting

a. Call to Order

C. Callaghan called the meeting to order.

2. Public Hearing

None

3. Agenda Review

None

4. Announcements/Recognition

None

5. Public Comment

a. Public may address the Board

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

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

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

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

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

A. Rassias arrived at this time.

6. Business Requiring Discussion

a. FY26 – FY31 Capital Improvement Program Report

Capital Improvement Program Committee Presentation to the Selectboard

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

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She addressed:

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

b. Department Budget Presentations

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

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

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

Department of Public Works: Water Reclamation

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

Department of Public Works: Water Division

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

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- Capital Expenses

7. Town Manager Report

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

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

8. Business Requiring Action

a. Bressett Fund Recommendation by Staff

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

Digitizing Land Use Files and Integrating with GIS

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

History Walk

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

Downtown Wayfinding & Public Parking Accessibility

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

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

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

Board members gave their feedback on the recommendations.

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

b. Approval of January 27, 2025 Selectboard Minutes

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

All in favor

c. Approval of items by Consent

i. Appointments – Sustainable Hanover Committee; Deputy Town Clerk

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

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

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

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

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

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

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

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

Action Requested: Approve the banner requests as listed above.

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

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

Action Requested: Approve the administrative abatement as noted above.

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

9. Selectboard Reports

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

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

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

Other Business

None

10. Adjournment

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

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

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

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

Respectfully Submitted,

Jarett Berke, Secretary

SUMMARY

Item 8a

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

Item 8b

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

Item 8c

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

Item 10

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

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

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