

Selectboard
June 5, 2023
FINAL

SELECTBOARD MEETING

June 5, 2023

7:30 P.M. - MUNICIPAL OFFICE BUILDING - HANOVER, NH

The meeting of the Selectboard was called to order at 7:30p.m. by Vice Chair Athos Rassias. Also present were: Joanna Whitcomb, Selectboard Member, Carey Callaghan Selectboard Member, Jennie Chamberlain, Selectboard Member, Alex Torpey, Town Manager

Absent: Nancy Carter, Selectboard Member

Vice Chair Rassias explained the process for public comment.

1. Public Comment

David Vincelette, 93 Lebanon St came to these meetings for years to stop asphalt waste dumping and feels he has been silenced by the board for years. He continued tonight to ask for answers about who allowed the asphalt waste dumping near his property years ago, and mentioned his issues with Town logo, and actions the Town took on his property as he has before.

2. Recommendation to set Public Hearing on Monday, June 26, 2023 to Review and Consider the Proposed Rate and Fee Schedule for FY 2023/2024

Annually Town Staff asks the Board to review and approve the revised Rate and Fee Schedule for the coming fiscal year based on the FY 2023/2024 budget adopted at Town Meeting.

Action Requested: Schedule a public hearing on June 26, 2023 to Review and Consider the Proposed Rate and Fee Schedule.

At 7:41pm Whitcomb MOVED to set Public Hearing on Monday, June 26, 2023 to Review and Consider the Proposed Rate and Fee Schedule for FY 2023/2024. Callaghan SECONDED. All in favor

3. Recommendation to set Public Hearing on Monday, June 26, 2023 to Accept the Campion Rink Drainage Easement and to authorize the Town Manager to execute all necessary documents

The Trustees of Dartmouth College have prepared an Easement Deed regarding Campion Rink Drainage for the Town to accommodate the conveyance of stormwater from the Campion Arena site for the purpose of stormwater infiltration, treatment, and detention which will allow for the installation, construction, reconstruction, operation, maintenance, repair and replacement of stormwater management facilities in the Easement area.

Town staff requests this Easement Deed be accepted and that the Selectboard authorize the Town Manager to execute all necessary documents.

Action Requested: Schedule a public hearing on Monday, June 26, 2023 to accept the Campion Rink Drainage Easement and to authorize the Town Manager to execute all necessary documents.

At 7:42pm Whitcomb MOVED to set Public Hearing on Monday, June 26, 2023 to Accept the Campion Rink Drainage Easement and to authorize the Town Manager to execute all necessary documents. Rassias SECONDED. All in favor

4. Recommendation to Set Public Hearing on Monday, June 26, 2023 to Accept Five Easement Deeds for North College Street Sidewalk Easement, North College Street Retaining Wall Easement, Hanover Inn – Porte Cochere Easement, Old Tuck Drive Sidewalk Easement, West Wheelock Sewer Pump Station and to authorize the Town Manager to execute all necessary documents

Selectboard
June 5, 2023

The Town and Dartmouth College have been working on the above five projects for a number of years. These Easement Deeds that are now ready for recording are housekeeping items from these projects.

Action Requested: Schedule a public hearing on Monday, June 26, 2023 to accept the five Easement Deeds listed above and to authorize the Town Manager to execute all necessary documents.

Board members clarified for the new members the purpose of these actions needed.

At 7:43pm Callaghan MOVED to Set Public Hearing on Monday, June 26, 2023 to Accept Five Easement Deeds for North College Street Sidewalk Easement, North College Street Retaining Wall Easement, Hanover Inn – Porte Cochere Easement, Old Tuck Drive Sidewalk Easement, West Wheelock Sewer Pump Station and to authorize the Town Manager to execute all necessary documents. Rassias SECONDED. All in favor with Whitcomb abstaining

Whitcomb asked Mr. Torpey to check if the Town wants to release an easement, does there have to be a public hearing prior to doing so. He will check.

5. Recommendation to Set Public Hearing on Monday, June 26, 2023 to Accept Baum Conservation Area Property on behalf of the Hanover Conservation Commission, to accept donation from the Baum Foundation in the amount of \$50,000 to fund maintenance and upkeep of conversation lands in Hanover and to authorize the Town Manager to accept and/or execute all necessary documents

Action Requested: Schedule a public hearing on Monday, June 26, 2023 to accept the Baum Conservation Area Property on behalf of the Hanover Conservation Commission, to accept a donation from the Baum Foundation in the amount of \$50,000 to fund maintenance and upkeep of conservation lands in Hanover and to authorize the Town Manager to accept and/or execute all necessary documents.

At 7:51pm Callaghan MOVED to Set Public Hearing on Monday, June 26, 2023 to Accept Five Easement Deeds for North College Street Sidewalk Easement, North College Street Retaining Wall Easement, Hanover Inn – Porte Cochere Easement, Old Tuck Drive Sidewalk Easement, West Wheelock Sewer Pump Station and to authorize the Town Manager to execute all necessary documents. Whitcomb SECONDED. All in favor

6. Organizational Meeting for 2023-2024 Selectboard

Tonight's meeting constitutes the board organizational meeting for the upcoming 2023/2024 year, including the selection of Board Chair, Vice Chair and Secretary. Selectboard Liaison Appointments also need to be updated.

Action Requested: Discuss and select Selectboard assignments and Selectboard Liaison Appointments.

Rassias explained the officer roles. Whitcomb explained what the job of Secretary entails.

At 7:54pm Rassias MOVED for Rassias to be Chair. Whitcomb SECONDED.

Discussion occurred regarding the terms Selectmen/ Selectboard etc. and agreed that the term Selectboard would be used.

Vote: All in favor

Rassias MOVED for Whitcomb to be Vice Chair. Callaghan SECONDED. All in favor

Rassias MOVED for Callaghan to be Secretary. Whitcomb SECONDED. All in favor

Selectboard
June 5, 2023

The board discussed the liaison positions and determined the following:

<u>Advisory Board of Assessors</u>	Whitcomb
Alternate	Callaghan
<u>Conservation Commission</u>	Rassias
<u>Planning Board</u>	Carter
Alternate	Chamberlain
<u>Howe Library Board Tr</u>	Carter
<u>Bike Walk</u>	Chamberlain
Alternate	Whitcomb
<u>Finance Committee</u>	Callaghan
Alternate	Rassias
<u>Hanover Improvement Soc</u>	Chamberlain
<u>Parks and Recreation</u>	N/A
<u>Trescott Company Board</u>	Rassias and Callaghan and Torpey
<u>Trustees of Trust</u>	Whitcomb

At 8:30pm, Whitcomb MOVED the slate of liaisons as noted. Rassias SECONDED the Motion. All in favor

To be finalized on June 26th:

Capital Improvement Callaghan and Chamberlain are interested

Mr. Torpey explained the membership of this newly developed committee and speculated on how it will function. Some discussion occurred to understand the proposed committee duties and processes. Board members requested Mr. Torpey put a proposal in writing before they determine the official liaison(s).

Sustainable Hanover Possibly Carter- will check with her

Upper Valley Regional Planning Hanover has 3 spots. Chamberlain is one. Chris Kennedy is another. Dave Anderson has expressed interest and would need to be appointed by the Selectboard.

7. Review and approval of the Building Code Advisory Committee's new Building Code Adopting Ordinance

The Building Code Advisory Committee has reviewed the Building Code Adopting Ordinance and has suggested changes which incorporate the NH State Code changes that became effective on January 1, 2023. These changes include removing outdated references to code editions, and codes currently adopted by the State. No new additional requirements were added.

Action Requested: Adopt the new Building Code Adopting Ordinance on Monday evening.

At 8:31pm, Rassias MOVED to approve the building code as updated by the state. Whitcomb SECONDED the Motion. All in favor

8. Review and Approval of Fire Apparatus Contract and to authorize Town Manager to execute all necessary documents

Town meeting approved the purchase of a new fire engine. The Fire Apparatus contract has been received and requires approval for signature. In addition, the Board will need to authorize the Town Manager to execute all necessary documents related to this purchase.

Action Requested: Approve the Fire Apparatus contract and authorize the Town Manager to execute all necessary documents related to this purchase.

At 8:34pm, Callaghan MOVED to approve the Fire Apparatus Contract and to authorize Town Manager to execute all necessary documents. Rassias SECONDED the Motion. All in favor

9. Appointment – Sustainable Hanover

Lynn Sheldon has indicated her interest to serve on the Sustainable Hanover Committee not only as a general committee member but also as the Chair of the Recycling Subcommittee. Yolanda Baumgartner and Judi Cola, co-chairs of Sustainable Hanover endorse this appointment.

Action Requested: Appoint Lynn Sheldon to the Sustainable Hanover Committee on Monday evening.

At 8:35pm, Rassias MOVED Appoint Lynn Sheldon to the Sustainable Hanover Committee. Whitcomb SECONDED the Motion. All in favor

10. Donations – Etna Library

The Etna Library has received an anonymous donation in the amount of \$300.00.

Action Requested: Accept the anonymous donation in the amount of \$300.00 to the Etna Library.

At 8:36pm, Whitcomb MOVED Accept the anonymous donation in the amount of \$300.00 to the Etna Library. Callaghan SECONDED the Motion. All in favor

11. Employee Recognition – Captain Josh Merriam, Hanover Fire Department and Norm Bernaiche, Assessing Department

Town Manager expounded on the details of the work of these employees.

Captain Joshua Merriam of the Hanover Fire Department has completed the U.S. Fire Administration’s National Fire Academy’s (NFA) Managing Officer (MO) Program offered by FEMA.

Norm Bernaiche, Assessing Director, received the Richard L. Prendergast Lifetime Achievement Award from the NRAAO Awards Committee at a recent conference he attended.

The board appreciates the work of Captain Merriam and Mr. Bernaiche.

12. Consent Agenda

This is a new agenda category as discussed and guided at the 5/1 Selectboard meeting to accommodate additional “business” approvals that the Selectboard, rather than staff, must approve. The entire consent agenda can be moved in one motion, or any item can be pulled out by a member to be voted on separately. Consent agenda should be done by a roll-call vote. We can adjust what goes in or out of the consent agenda over time as we work to make the best use of time in our meetings.

a. Request by Scott and Ariannah Mirick to rename Jones Street to Old Jones Farms Lane

Scott and Ariannah Mirick have requested to rename Jones Street to Old Jones Farm Lane. All Town departments have been consulted and agree to this request. These may have been done by staff in the past, but for better or for worse, in New Hampshire, this cannot be delegated to staff and must be approved by the Selectboard. This is a “friendly” request, meaning it’s at the request of the residents on the street, which in this case, is only those listed on the attached memo.

Action Requested: Approve the name change for Jones Street to Old Jones Farm Lane.

b. Approval of minutes - May 1, 2023 and May 15, 2023

c. Review and approval of Municipal Lease Purchase Agreement regarding Police Recording Equipment for Dispatch Center and to authorize the Town Manager to execute all necessary documents

The Hanover Police Department has secured a Lease Purchase Agreement for the purchase of police recording equipment for the Dispatch Center. This Agreement will need to be approved by the board.

Action Requested: Approve the Municipal Lease Purchase Agreement regarding police recording equipment and authorize the Town Manager to execute all necessary documents.

d. Approve Classification of Rental Housing Inspector

Approve Classification of Rental Housing Inspector. This position has been budgeted since 2020 to administer the Rental Housing Inspection program, which is now enabled from Town Meeting. This position is anticipated to be self-funded through the fees raised. They will work within the Planning Office, report to Rob Houseman and work with other departments such as Fire and Town Manager as necessary. This is full-time exempt Grade 15. Job description was provided.

e. Approve Classification for Part Time DPW Admin Assistant

The Administrative Coordinator position is a temporary part-time position that will process thousands of invoices for DPW annually, perform inventory control and purchasing of consumable products, project financial reporting, and develop and update town GIS layers and maps.

It has long been recognized that the current employee's unique skills who performs these tasks would not be easy to replace. Because they are retiring this year, we are creating this temporary, part-time position. There are no other financial manager/GIS specialists in the Town (currently).

The plan is that over the coming year, Public Works will collaborate with Finance to reorganize financial aspects of the current position and with Planning & Zoning and Assessing to address GIS upkeep and mapping functions. The current position would be part-time until the replacement position is revised, filled, and the replacement employee is trained, at which point the part-time position would be eliminated. The current employee intends to retire this summer but is offering to provide a part-time transition including training a replacement for up to 1 year. There is no fiscal impact to add this temporary part-time position.

At 8:47pm, Callaghan MOVED to remove item 12b from the consent agenda. Rassias SECONDED the Motion. All in favor.

At 8:49pm, Rassias MOVED to approve the items on the consent agenda as revised. Callaghan SECONDED the Motion. Roll call vote: Rassias- yes, Whticomb-yes, Callaghan- yes, Chamberlain-yes

The board tabled the approval of the minutes of May 1, 2023 for Mr. Torpey to find out more information about who and how to approve them as the two new members were not on the board at the time and another member was not there leaving only one or two members left for the vote.

At 8:51pm, Callaghan MOVED to approve the minutes of May 15th as submitted. Rassias SECONDED the Motion. All in favor with Whitcomb abstaining.

13. Town Reports

a. Town Manager Report

- Town Meeting debrief

- Discussion occurred and opinions and suggestions of board members were given
- Town Meeting/DRA Approval
- Town hall Hedges
- Summer Hours- July and August for various Town departments
- Mink Brook Community Forest
 - Andrew from Twin Pines will come make a presentation at the June 26th meeting.
 - (Whitcomb)Twin Pines has done great work with affordable housing but this project is workforce housing so we need to have them address how they will handle the details of that before we determine they are the best partners for the project.
 - (Chamberlain) means testing for affordability should include housing and transportation costs, not simply housing costs.
- Hanover Happenings episodes

b. Selectboard Report

- Whitcomb
 - Muster day event was nicely done, about 100 people there, Town should continue to support it
 - Hanover High School graduates Friday evening
 - Dartmouth graduation is on Sunday
 - Storrs Pond opening June 16th- get your passes. Logging going on for new trails and snow-making project
- Rassias- None
- Callaghan
 - Selectboard meeting 9/25 conflict with Yom Kippur
 - Discussion occurred with adjusting Sept meeting schedule and July and Aug
 - Would the board consider an earlier start time for the meetings?
 - Discussion occurred and 7pm might be the option- will check with Carter
- Chamberlain
 - Bike Walk report on bike-to-school day, will be presenting the Hanover Bike Walk Plan at the June 26th meeting and reported information about grant monies available if Hanover adopts a Vision Zero Plan
 - Discussion occurred about what steps are needed to make this happen before the grant deadline on July 10th.

At 9:41pm, Whitcomb MOVED to set public hearing for June 26th to discuss the Vision Zero statement. Callaghan SECONDED the Motion. All in favor

c. Any other committee report

- None

14. Other Business

None

15. Adjournment

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

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

The board entered non-public session at 9:45pm.

Respectfully Submitted,

Carey Callaghan, Secretary

SUMMARY

Item 2

At 7:41pm Whitcomb MOVED to set Public Hearing on Monday, June 26, 2023 to Review and Consider the Proposed Rate and Fee Schedule for FY 2023/2024. Callaghan SECONDED. All in favor

Item 3

At 7:42pm Whitcomb MOVED to set Public Hearing on Monday, June 26, 2023 to Accept the Campion Rink Drainage Easement and to authorize the Town Manager to execute all necessary documents. Rassias SECONDED. All in favor

Item 4

At 7:43pm Callaghan MOVED to Set Public Hearing on Monday, June 26, 2023 to Accept Five Easement Deeds for North College Street Sidewalk Easement, North College Street Retaining Wall Easement, Hanover Inn – Porte Cochere Easement, Old Tuck Drive Sidewalk Easement, West Wheelock Sewer Pump Station and to authorize the Town Manager to execute all necessary documents. Rassias SECONDED. All in favor with Whitcomb abstaining

Item 5

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Item 6

**At 7:54pm Rassias MOVED for Rassias to be Chair. Whitcomb SECONDED. Vote: All in favor
Rassias MOVED for Whitcomb to be Vice Chair. Callaghan SECONDED. All in favor
Rassias MOVED for Callaghan to be Secretary. Whitcomb SECONDED. All in favor
At 8:30pm, Whitcomb MOVED the slate of liaisons as noted. Rassias SECONDED the Motion. All in favor**

Item 7

At 8:31pm, Rassias MOVED to approve the building code as updated by the state. Whitcomb SECONDED the Motion. All in favor

Item 8

At 8:34pm, Callaghan MOVED to approve the Fire Apparatus Contract and to authorize Town Manager to execute all necessary documents. Rassias SECONDED the Motion. All in favor

Item 9

At 8:35pm, Rassias MOVED Appoint Lynn Sheldon to the Sustainable Hanover Committee. Whitcomb SECONDED the Motion. All in favor

Item 10

At 8:36pm, Whitcomb MOVED Accept the anonymous donation in the amount of \$300.00 to the Etna Library. Callaghan SECONDED the Motion. All in favor

Item 12

At 8:47pm, Callaghan MOVED to remove item 12b from the consent agenda. Rassias SECONDED the Motion. All in favor.

At 8:49pm, Rassias MOVED to approve the items on the consent agenda as revised. Callaghan SECONDED the Motion. Roll call vote: Rassias- yes, Whitcomb-yes, Callaghan- yes, Chamberlain-yes

At 8:51pm, Callaghan MOVED to approve the minutes of May 15th as submitted. Callaghan SECONDED the Motion. All in favor with Whitcomb abstaining.

Item 13

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Item 15

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

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

The board entered non-public session at 9:45pm.