

## Hanover Finance Committee (HFC)

Minutes  
July 31, 2023

**Location:** Black Community Center, 48 Lebanon Street, Hanover, NH – Community Lounge

**Attendees:** Kari Asmus, John Dolan, Richard Greger, Gregory Snyder, Carey Callaghan (Hanover Selectboard Member representative), Antonia Barry (School Board Member representative)

**Regrets:** Herschel Nachlis

Meeting called to order by Selectboard member Callaghan at 5:00 pm

### 1. Election of Committee Officers

- Chair – Kari Asmus (re-elected)
- Vice Chair – Gregory Snyder
- Secretary – Richard Greger

### 2. Public Comment – none

### 3. Committee Member Introductions

- Members briefly shared their backgrounds and work experiences

### 4. Review of Annual Timeline and Setting of Monthly Meeting Date

- A detailed description of events, projects, tasks to be performed by the HFC as well as a timeline for their completion was presented to the committee.
- Brief discussion on upcoming tax rates. Input from HFC is usually welcomed by members of the Hanover Selectboard to assist in determining rate increases.
- Committee needs to understand better the drivers behind the rate increases.
- Compensation contracts (study currently being conducted) under evaluation by town manager will be one of the main factors to determine upcoming tax rates.
- Committee agreed meetings will be held on last Thursday of the month at 5 – 6:30 pm.

### 5. Email accounts and communication

- Town emails unavailable for committee member use per town manager saying it's too costly
- Discussed possibility of establishing a portal for HFC communication and documentation using town website / IT resources
- Committee members' email communication (all Hanover committee members not just HFC) are subject to RSA Chapter 91-A Right to Know Law
- Recommendation to establish a new and separate email for committee correspondence to silo government and personal communication if one is concerned about it.

## 6. Report of School Board Member

- The state has increased Hanover's amount of "adequacy aid" by \$269,000 for FY24 — the total amount of aid to now be received is \$791,000. If all other revenues sources remain steady, the increase in aid should lower the projected fall School Tax Rate by 11 cents, from \$11.61 to \$11.50. This would result in a 5.6% tax rate increase, rather than the projected 6.6% increase.
- Hanover School District received \$1.3M in aid in FY23. Much of the increase in the tax rate was attributable to the revenue shortfall in this one line item, although it was partially offset by closing the 6<sup>th</sup> Grade Tuition Reserve Fund and returning \$381,000 to the tax payer.
- The committee reviewed Hanover District Exhibits 2, 3, and 7 to see the impact of state aid fluctuations on the budget over the past two years.
- Of concern were one time windfalls including a \$269,000 increased State payment for "adequacy aid" and the closing of the 6<sup>th</sup> Grade Tuition Reserve Fund containing \$381,000 helped to offset a delta of (\$785,000) in State sourced adequacy aid vs. the 2022-23 budget.
- Committee to monitor progress and review Hanover and Dresden School District budgets and tax rates, including the "Quick Models" starting in August.

## 7. Report of Selectboard Member

### a) New Town "Rate and Fees"

- The Town set Rates and Fees for services not included in property taxes. An additional \$50,000 is expected to be raised for the General Fund as discussed in March.

### b) CIP (Capital Improvements Program) Committee

- A newly created committee composed of Town administrators as well as representatives from town boards and committees will review short- and long-term community improvements and potentially, methods for paying for them. The use of TIFs (tax increment financing) was brought up as a possibility. This committee will build on the existing CIP.
- John Dolan was selected to represent the HFC at CIP committee meetings. Rich Greger was selected as an alternate.

### c) Staffing Updates

- Finance Director to get new direct reports including HR person and two assistant clerks
- A new (in house) recruiter position as been created (30 hr / week) to assist in town staffing. Funding is to come from an unfilled position in Department of Public Works.

## 8. Update of FY22 and FY23 Audits

- FY22 Audit has been “frozen” and is for all intent and purposes effectively completed. It will likely include comments from the auditors.
- FY23 Audit is expected to be completed on time. The auditors will be on site on September 11, 2023. At this time it is not known how the Town ended the year.
- The Finance Director has made good progress on implementing processes to correctly categorize, collate, enter, review and manage the revenues and expenditures to ensure accurate accounting. More work needs to be done on itemizing capital assets.
- HFC strongly encourages the finance department to adhere to GASB (Governmental Accounting Standards Board) standards in the future.

## 9. Progress Reports re: Special Research Projects

- A report will be given at the August meeting.

## 10. Approval of June 19, 2023 Committee Meeting Minutes - Approved unanimously

## 11. Report Chair

a) Next committee meeting - to be held on August 31, 2023

b) Review of Moderator’s Memo re: Committee Appointments

- Chair presented a memorandum from Town Moderator regarding appointments to the Hanover Finance Committee and copy of the HFC Constitution approved May 11, 2004

c) Right-to-Know Summary materials

- In light of the earlier email discussion a copy of the NHMA (New Hampshire Municipal Association) RSA 91-A “Right to Know Law” overview was shared with the committee.

## 12. The meeting adjourned shortly after 6:35 pm.