

Selectboard  
September 18, 2023  
FINAL

**SELECTBOARD MEETING**  
**September 18, 2023**  
**7PM - MUNICIPAL OFFICE BUILDING - HANOVER, NH**

The meeting of the Selectboard was called to order at 7p.m. by Chair Athos Rassias. Also present were: Joanna Whitcomb, Vice Chair, Nancy Carter, Selectboard Member, Carey Callaghan, Secretary, Jennie Chamberlain, Selectboard Member, Alex Torpey, Town Manager  
Absent: None

**1. Opening of Meeting**

**a. Call to Order**

A. Rassias called the meeting to order.

**2. Public Hearing**

None

**3. Agenda Review**

**a. Agenda Review**

A. Rassias used this time to note some possible topics for discussion which are not on the agenda.

1. Parking Lot 7- discussion of changing the duration of the public meters from 3hrs to 10hrs
2. Parking garage- discussion of changing from fee-based to free on Saturdays

Board members discussed the correct procedures and decided to notice these discussions on the next agenda and discuss them at the next meeting.

**4. Announcements/recognition**

**a. Employee Proclamation**

None

**5. Public Comment**

**a. Public may address the Board**

None

**6. Business Requiring Discussion**

**a. FY 24-25 Budget Timeline and Update**

A. Torpey highlighted a more concrete timeline thinking at this point, the Selectboard goal-setting workshop, and a few other preliminary details regarding the budget.

He also highlighted for the board some ideas for projects to use the ARPA funding. More discussion and detail will be discussed at the Selectboard Workshop. Discussion ensued regarding restrictions to using the funds. A. Torpey will send documentation out to the board members for review.

**b. Town committee/board organization, terms, and membership**

A. Torpey noted the Town is a little out of date with governing documents, member terms, oaths of office, 91a compliance, and a few other logistical elements with many of our boards and committees. This is a high priority project for when the new Senior Assistant Clerk/Deputy Director of Administrative Services starts, where they will work with

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committee chairs, build a database and folder of what we have, identify what we need to do, and then help bring everyone up to date in a consistent and uniform fashion.

### **c. Allen Street Block Party and Use**

A. Torpey wanted to have a broad conversation about the use of Allen Street and ensure stakeholders are aligned about the direction we seem to be heading, especially given the direction taking shape from our discussions with business owners in the Downtown Hanover group.

Photos of the recent event were included in the Town Manager's Report to the board. A. Rassias noted the options are:

- never do an event like that again
- do occasional, seasonal events
- (after discussions and public hearings) close the street permanently for this use

Board members gave opinions, feedback and expressed support for open streets as well as the need for testing and research on traffic patterns etc prior to any final decisions.

### **d. Town Hall Office Space Questions**

A. Torpey noted the Town is having a major crunch in Town Hall with several new full time staff starting in the next couple months where we don't really have office space for them. We are moving desks and people around to accommodate this as best we can, but the measures are largely temporary.

Additionally, with only the one meeting room (the boardroom), we routinely run into issues where the ~25 staff who work in Town Hall don't have anywhere to eat lunch as a group, or even have meetings This is especially bad at certain times of the year where we have ongoing meetings, such as audit, budget, elections.

We also don't have any private space for Human Resources or social services staff to meet in confidence with individuals.

The shortage of available space and sharing of work areas continues to cause operational challenges, and we'd like to explore some options during this year's capital budgeting process but want to bring the Selectboard up to speed on this and the options we're exploring.

A few options were described but we're at the beginning stages of planning and all departments will be asked what their needs are to help develop what options could work best. J. Whitcomb recommended hiring a consultant.

## **7. Business Requiring Action**

### **a. Approval of September 11, 2023 Minutes**

Tabled until October 9th meeting

### **b. Approval of Items i to ii by Consent**

#### **i. Donations – Etna Library**

Etna Library has received two donations in the amount of \$300.00 each from New Hampshire Humanities Council in support of on-going programs at the Library.

Action Requested: Accept the two donations in the amount of \$300.00 each from the New Hampshire Humanities Council on behalf of the Etna Library.

#### **ii. Appointments**

##### **1. Appointment of new Deputy New Deputy Emergency Management Directors**

Action Requested: Appoint Alex Torpey, Peter Kulbacki, Charlie Dennis, and Doug Hackett as Deputy Emergency Management Directors.

- a. Alex Torpey, Town Manager
- b. Pete Kulbacki, Public Works Director
- c. Charlie Dennis, Chief of Police
- d. Doug Hackett, Hanover Police Communications Coordinator

**At 7:49pm A. Rassias MOVED to approve consent agenda. J. Whitcomb SECONDED. All in favor**

A. Rassias read the donations to the Etna Library into the record.

## **8. Reports and Communications**

### **a. Town Manager Report**

- A. Torpey updated the board on the following:
  - New Upcoming Events
  - Human Resources/ Staffing
    - Recruitment video shown
  - Budget/ Finance
  - Downtown Hanover
  - Housing
  - Other
    - Hanover Police's Annual Childhood Cancer Awareness Month Campaign
    - Parking
    - Traffic Safety
    - ICMA Conference

### **b. Selectboard and Committee Reports**

- J. Whitcomb had nothing to report
- C. Callaghan had nothing to report
- A. Rassias reported that there was a Conservation Commission meeting, though he wasn't able to attend.
- N. Carter reported the next Planning Board meeting will be October 3<sup>rd</sup>.
- J. Chamberlain highlighted:
  - Fall Fest is coming up
  - Bike Walk
    - held the Walk and Roll event
    - working on their by-laws and looking for help with procedures including appointments
  - Attended Governor's Public Hearing for NHDOT 10-year plan
  - Upper Valley Lake Sunapee Planning Commission said they can do counts at Dunster/Wyeth this month

She asked what reports to expect from the Safety Committee regarding the issues discussed at the last meeting- especially the Dunster/Wyeth crosswalk and the speed signs at Etna.

A. Torpey listed the items the committee discussed at their meeting:

- East Wheelock/ Verona pedestrian signal
- Balch Hill Rd/ gravel road paving requests
- Review crosswalk policy at Dunster/Wyeth
- Speeding on Partridge Rd
- Etna Rd speed limit

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- Grasse Rd speeding
- Staffing capacity for transportation planning
- Crossing at West Wheelock
- Traffic signage policies
- Visibility issues at south round-about on Lyme Rd

J. Chamberlain also noted as we repave and restripe, we should use the complete streets plan to be efficient with our spending, and to create streets accessible to more people rather than redoing the roads the same way.

## **9. Non public Session**

### **a. Move into Nonpublic Session**

Per NH RSA 91-A:3:II A, B, D 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: Callaghan- yes, Whitcomb- yes, Rassias- yes, Carter- yes, Chamberlain- yes**

The board entered non-public session at 8:21pm.

b. Discussion pursuant to RSA 91-A:3 II (A)(B)(D)(L)

Respectfully Submitted,

Carey Callaghan, Secretary

## **SUMMARY**

### **Item 7b**

**At 7:49pm A. Rassias MOVED to approve consent agenda. J. Whitcomb SECONDED. All in favor**

### **Item 9a**

Per NH RSA 91-A:3:II A, B, D 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:, Callaghan- yes, Whitcomb -yes, Rassias- yes,Carter-yes, Chamberlain-yes**

The board entered non-public session at 8:21pm.