TOWN OF HANOVER
NOTICE OF PUBLIC MEETING
SELECTBOARD
Monday, January 23, 2023 at 7:30 PM
Board Room, Municipal Building
41 South Main Street, Hanover, NH

AGENDA

1. Public Comment

2. Recommendation to Set Public Hearing on Monday, February 6, 2023 to Accept Unanticipated Funds from the State of New Hampshire in the amount of $140,244.37 representing an increase in “Rooms and Meals” Revenue

3. Public Hearing to Accept Unanticipated Funds from InvestNH Municipal Planning and Zoning Grant Program in the amount of $75,000.00 and to Authorize the Town Manager to Execute all necessary documents

4. Public hearing to Accept Unanticipated Funds from the State of New Hampshire in the amount of $81,384.71 representing FY 2022 employer contribution reimbursements for the New Hampshire Retirement System

5. Public Hearing to Accept Unanticipated Funds from ReVision Energy, Inc. in the amount of $6,655.00 representing 1% of their receipts for the Solarize campaign

6. Public Hearing to Amend the Rates and Fees Schedule Regarding City of Lebanon Landfill Punch Cards to increase to $20.00 per card

7. Recommendation to Approve Copier Leases for Hanover Police Department and Howe Library and to Authorize the Town Manager to Execute all necessary documents

8. Request to Review and Approve Abatement of Water Charges

9. Initial Discussion of 2023/2024 Tax Rate Target and Budget

10. Appointment – Sustainable Hanover and Zoning Board of Adjustment

11. Banner Request – ChaD HERO and Dartmouth College

12. Donations – Hanover Fire Department

13. Approval of Minutes – December 19, 2022; January 9, 2023

14. Administrative Reports

15. Selectboard Reports
16. Other Business

17. Adjournment

Hearing enhancement equipment is available for use by the public.

There has been a request for a non-public session to discuss items pursuant to R.S.A. 91-A:3(a) (b) (c) (d) and (l).
Selectboard Town Manager Report | January 23, 2023

Below please find the summary of the agenda items.

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Item #4: Public Hearing Accept Unanticipated Funds from the State of New Hampshire in the amount of $81,384.71 representing FY2022 employer contribution reimbursements for the New Hampshire Retirement System | Action Requested

Item #5: Public Hearing to Accept Unanticipated Funds from Revision Energy, Inc. in the amount of $6,655.00 representing 1% of their receipts for the Solarize Hanover campaign | Action Requested

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Town Manager Administrative Updates

Agenda Items

Item #2: Set Public Hearing on February 6th to accept unanticipated funds from the State of New Hampshire in the amount of $140,244.37 representing an increase in “Meals and Rooms” revenue disbursement. | Action Requested

Due to changes in how the State of New Hampshire calculates revenue sharing with municipalities for the Meals and Room Tax, the Town of Hanover is receiving additional unanticipated revenue in the amount of $140,244.37, for a total of
$896,844.37 in FY 2022 - 2023. As these are unanticipated funds, a public hearing must be held. See attached memo for more information from NHMA.

**Action Requested:** Town Staff recommends setting a public hearing on February 6, 2023 to accept these funds.

**Item #3: Public Hearing to Accept Unanticipated Funds from InvestNH Municipal Planning and Zoning Grant Program in the amount of $75,000 and to Authorize Town Manager to execute all necessary documents | Action Requested**

The Planning and Zoning Department has applied and for been awarded a Housing Opportunity Planning Grant in the amount of $75,000 to implement a campaign of public outreach to educate the community on the need for additional affordable housing and show how affordable housing can be done in a way that doesn’t reduce property values or have adverse effects on the local neighborhood or the town as a whole. This work doing education and gathering feedback may result in a revision and re-organization of the Town’s Zoning to ensure our policies best match our community’s intentions and goals. Great job to our staff in the Planning and Zoning Department for working on this!

**Action Requested:** Town Staff recommends accepting this grant and authorizing the Town Manager to execute all necessary documents on behalf of the Town.

**Item #4: Public Hearing Accept Unanticipated Funds from the State of New Hampshire in the amount of $81,384.71 representing FY2022 employer contribution reimbursements for the New Hampshire Retirement System | Action Requested**

Due to HB 1221, the State of New Hampshire has begun issuing one-time employer contribution reimbursements to New Hampshire Retirement System participating employers. The Town of Hanover is expected to receive $81,384.71 in reimbursement. As these are unanticipated funds, a public hearing must be held. See attached memo for more information from NHMA.

**Action Requested:** Town Staff recommends accepting these funds.

**Item #5: Public Hearing to Accept Unanticipated Funds from ReVision Energy, Inc. in the amount of $6,655.00 representing 1% of their receipts for the Solarize Hanover campaign | Action Requested**

ReVision Energy agreed to provide 1% of their solar installation sales to the Town of Hanover for their Solarize efforts for the 2022 season. These funds are to be held in a town reserve account designated for installing renewable energy systems at affordable housing units in Hanover.

**Action Requested:** Town Staff recommends accepting these funds.
Item #6: Public Hearing to Amend the Rates and Fees Schedule Regarding City of Lebanon Landfill Punch Cards increase to $20.00 per card | **Action Requested**

The City of Lebanon has increased the price for their landfill punch cards from $15.00 per card to $20.00 per card. Town Staff requests a Public Hearing be scheduled on Monday, January 23, 2023 to amend our current Rates and Fees Schedule to reflect this increase.

**Action Requested:** Town Staff recommends amending the current Rates and Fees Schedule to reflect the new price of City of Lebanon landfill punch cards of $20.00 per card.

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Item #7: Recommendation to Approve Copier Leases for Hanover Police Department and Howe Library and to Authorize Town Manager to execute all necessary documents | **Action Requested**

As part of the adopted budget for FY 2022/2023, a copier replacement was funded for the Hanover Police Department and Howe Library. The Town’s standard approach to a copier purchase is via the attached lease-purchase agreement.

**Action Requested:** Town staff recommends that the Board approve the attached leases and authorize the Town Manager to sign the documents on behalf of the Town.

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Item #8: Request to Review and Approve Abatement of Water Charges | **Action Requested**

Property located at 20 Low Road has been determined to have a faulty water meter which resulted in a water bill in the amount of $1,697.00 for the billing period of September 1, 2022 to December 1, 2022, instead of the correct usage fee of $120.00. Town staff will be replacing the faulty meter in the near future.

**Action Requested:** Town staff recommends the Board vote to abate $1,577.00 of this water bill.

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Item #9: Initial discussion of 2023 – 2024 tax rate target and budget

We will discuss updates to the budget as well as the Selectboard’s tax rate target. We anticipate sharing more information that was not ready by this report’s distribution date.

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Item #10: Appointment – Sustainable Hanover and ZBA | **Action Requested**

Catherine Reike, a resident of Hanover for the past 10 years has requested to appointed as a member of Sustainable Hanover. In addition to volunteering at the Schools, the Howe Library and being a Member of the Planning Board, Ms. Reike and her family have many other interests which make her a candidate to be a member of Sustainable Hanover. Additional information is provided in your packet.

Dick Green, a current alternate member of the ZBA for the last five years, is interested in being appointed to a full member and continuing to participate thoughtfully and consistently in the discussions and matters before the ZBA.
Action Requested: Appoint Catherine Reike to the Sustainable Hanover Committee and Dick Green to the Zoning Board of Adjustment.

Item #11: Banner Request | Action Requested

Dartmouth Health Children’s has made a request for Light Post Banners and an Overhead banner to advertise the CHaD HERO being held on October 15, 2023. The Light Post banners would be hung from September 18, 2023 to October 26, 2023 and the overhead banner would be hung from October 8, 2023 to October 15, 2023. If approved, we can accommodate these requests.

Dartmouth College has made a request for a Welcome Home Alumni and Families Overhead banner to be hung June 4, 2023 to June 18, 2023 and a Dartmouth Homecoming Overhead Banner to be hung October 15, 2023 to October 22, 2023. If approved, we can accommodate these requests.

Action Requested: Approve the CHaD HERO request for Light Post banners from September 18, 2023 to October 16, 2023 and an overhead banner from October 8, 2023 to October 15, 2023.

Action Requested: Approve the Dartmouth College request for an overhead banner from June 4, 2023 to June 18, 2023 for the Welcome Home Alumni and Families and an overhead banner from October 15, 2023 to October 22, 2023 for Dartmouth Homecoming.

Item #12: Donations | Action Requested

The Hanover Fire Department has received a donation from Cassandra Cummings in the amount of $75.00 in appreciation of all the Fire Department does.

Action Requested: Accept the donation to the Hanover Fire Department in the amount of $75.00 from Cassandra Cummings.

Town Manager Administrative Updates

I apologize that this month’s report is a little on the brief side (for me). A majority of my time has been pulled in budget, finance, and HR issues, and although there are some other great projects, capacity is just a little limited right now to get more in the report. In this month’s report, we did want to provide updates on the following topics:

- Human Resources, retention/recruitment, and hiring. Since the last report, we have had one employee leave, and two begin employment. Congratulations to William Brown in DPW for his years of service to the Town and community, we wish him well in his retirement. We also welcome Rebecca Berger, joining some other seasonal re-hires in the OST program at HPR, and welcome to Lauren Cockrell at the Howe library!
  - Salary study update. As we’ve discussed previously, we’ve been working with an outside consultant to complete the first phase of studying our wages and compensation. A few weeks ago we started getting some preliminary findings back from our consultant. These did not meet our expectations or needs, and contained a number of inconsistencies that need to be addressed before we can use any information to
inform our decision making. Unfortunately we do not have time to further delay negotiations with our collective bargaining units, discussions with staff, or the preparation of the budget. We need more time to gather and evaluate the information necessary to ensure the study is as fair and helpful as we anticipated, which we will do when our new HR Director is on board, and in the short term we are working with the Selectboard to identify fair proposals that help move the needle on staff compensation to help ensure Hanover is competitive and remaining an employer of choice.

- I have attended several webinars and meetings with municipal managers in the last month about retention and recruitment and hiring issues.
  - Some of the related issues we’re struggling with in our region and which are impacts governments all over are discussed in this article I happened to see in the Washington Post: A slow moving crisis is paralyzing states and cities | The Washington Post
  - For example:

    ![Graph: Private-sector employment is now above its pre-pandemic peak. State and local government jobs are still in a huge deficit.](image)

- HR Director hiring. We are just nearing an offer for an HR Director candidate, and I will provide more information about the hiring process and new individual once those details are worked out. We hope to have someone in place by around the end of February!

- **2023 – 2024 tax rate and budget**
  - Discussed in agenda.

- **Downtown Hanover**
  - We have been continuing to meet with downtown business owners and stakeholders. In the short term, the group has created a shared Google Calendar for businesses to be aware of major events that take place in the region that impact the downtown (School breaks, large events, etc). We are also in the early stages of discussing new ideas with the College on how we might integrate the downtown into new students orientation period.
  - Update for businesses: Good news - the deadline for the Local Restaurant Infrastructure Investment Program has been extended to **MARCH 15**. See updated info attached. As I mentioned in my email to you last week, If you already applied but your total reimbursement was less than $15,000, you may apply again for a total of $15k all projects combined. Staff from the Dept of Business & Economic Affairs will assist if you have questions about eligibility or applying. Let’s not leave money on the table - these programs are beginning to sunset as covid mitigation is returning to pre-pandemic. More information: [https://www.uppervalleybusinessalliance.com/](https://www.uppervalleybusinessalliance.com/)

- **Sustainable Hanover**
  - **HANOVER COMMUNITY POWER.** Following Select Board approval of the final agreement needed for Hanover to move forward as a member of the Community Power Coalition of New Hampshire (CPC-NH), Sustainable Hanover has begun preparing for the April launch of Hanover Community Power (HCP). HCP represents a historic and transformative change for electricity users, giving them more choice (including an easy and affordable path to cleaner energy) and more stable and lower electricity rates. SH will play two important roles.
    - We have established a SH team to organize a campaign to inform all Hanover electricity users about HCP and the options users will have when HCP becomes the default electricity provider for our community. We worked with the CPC-NH designer to create the HCP logo. This team is meeting weekly to manage the outreach campaign in coordination with the Town Manager.
Members of the SH Energy Initiative serve as the Hanover Electricity Aggregation Committee (EAP) which is the advisory board for the HCP. Three important questions coming to the EAC in the coming weeks are: 1) final decision to launch in April 2023 based on the rates established by CPC-NH in February; 2) the menu of rate options HCP will offer; and 3) whether initial rates will fund a reserve for local energy projects.

- **SPECIAL STYROFOAM COLLECTION** - Saturday, February 11 from 10 to noon. This special recycling opportunity will be held at DPW on Lebanon Street. Snow date is Sunday, February 12 same time and location. Styrofoam to be collected is #6 polystyrene (see examples here).
  - Although styrofoam is a plastic that can be remade into new products, less than 4% of this foam is recycled. Locally, the rate may be lower; foam is not accepted by either our curbside recycling system or by the Lebanon Recycling Center. Any foam a resident puts into “regular” recycling ends up in landfill or - worse case - gets into the environment.
  - Special collections require a lot of people power. Happily, more than 20 volunteers have stepped up to brave outdoor winter conditions to help with this project. They include members of the Hanover Rotary Club, Hanover High’s Environmental Club, undergraduate members of Dartmouth’s Energy Justice Clinic, Kendal residents and other members of the community. We are grateful for the experience and leadership provided by our Recycling/Waste Reduction team and for DPW Director Pete Kulbacki’s support.

- **NEW CHAIR FOR RECYCLING/WASTE REDUCTION.** The Sustainable Hanover Recycling/Waste Reduction team has selected Lynn Sheldon to chair this important group, replacing Susan Edwards who stepped down in the fall. Lynn and the team have several projects in the works which will be featured in upcoming highlight reports.

- **Other updates:**
  - We will have an update on a forthcoming new website shortly! It will be a huge step up internally, much easier to navigate, and contain a number of new interactive services and features that will make doing business with the Town significantly easier for all parties. Stay tuned!
  - We’ve been working with various stakeholders such as Dartmouth College and Advanced Transit on exploring and discussing some important transit partnerships and goals
  - We are exploring several partnerships with the City of Lebanon related to joint/sharing of staff for certain highly specialized positions that very few candidates are available for
  - I have been enjoying continuing to meet all sorts of residents and other community stakeholders from different backgrounds, for example, speaking with folks last month at Kendal, as well as at Dartmouth’s “Rocky Talks” program, and at LeadershipNH at Hypertherm. These conversations not only help us share our goals and ongoing projects in Town, but give me a chance to learn more about our community and get a wide variety of input and feedback about everything happening
  - I have continued to have conversations with various local stakeholders about ways to integrate different plans, goals, and needs for the future, for example, with the SAU and with the College. I believe we’ll have more to talk about in the coming months in that regard, as we continue to explore ways for us all to work together in a more integrated fashion – everyone has been really interested and enthusiastic about those prospects
  - We are contemplating some additional changes in the Hanover Happenings monthly updates in the coming months, where I’d like to start including more updates from some of our departments and boards (like we have from Sustainable Hanover) so that members of the public can more easily get a one stop summary of all of the great work being done by all of our many varied departments, boards, committees, and partners.
Welcome to the sixth installment of Hanover Happenings! This is your Town Manager here with your December recap.

In this edition of Hanover Happenings, we get updates on:

- The December 5th and 19th Selectboard meetings, where we covered topics such as:
  - Some appointments and new hires
  - Our tax rate
  - Donations made to the town
  - Employee recognition
  - Rental housing ordinance
- The monthly Town Manager report, which covered topics such as:
  - Several HR/Hiring issues, including finance director and HR director hiring, staff survey and compensation plans, collective bargaining and more
  - 2023 - 2024 Budget process
  - Downtown Hanover updates
- A community spotlight: We talk with Peter Miliken of Friends of Oak Hill. As Peter and I walk around Storrs Pond, we talk about the history of Oak Hill, the significant local and regional winter sports/skiing needs, the scope of the upgrades being worked on for Oak Hill, and how you can get involved in the major upgrades planned for this key community facility.
- Employee/Volunteer Spotlight: A thank you to all of our staff. I spend a few minutes sharing some personal reflections after our staff holiday party, and why I believe our community is so lucky to have the staff that we do.

Departments Heads came in early to prepare breakfast for all the staff at this year's annual holiday breakfast party, held December 15th. Pictured: Rob Housman, Director of Planning; Rubi Simon, Howe Library Director; Pete Kulbacki, Public Works Director; and Captain Jim Martin of the Hanover Police Department.
Staff gathered at the RWB Community Center for an annual holiday breakfast that had not been held for the last several years due to Covid concerns.

Head over to hanoverhappenings.com or search for "Hanover Happenings" in your favorite podcast player, such as Spotify, Apple, Google, Amazon, etc. Subscribe to stay updated and please share with one friend who you want to help get more informed in town. You can find all the agendas, minutes, videos, and more at hanovernh.org.

Thanks for reading!

*Town of Hanover*
GRANT AGREEMENT

This agreement ("Agreement") is by and between New Hampshire Housing Finance Authority, 32 Constitution Drive, Bedford, NH 03110, ("NHHFA") and the Town of Hanover, New Hampshire ("Grantee").

NHHFA is administering the InvestNH Municipal Planning & Zoning Grant Program ("the Program") under contract with the NH Department of Business and Economic Affairs ("BEA"). BEA has established the Program using funds awarded for these purposes under Section 9901 of the American Rescue Plan Act (Pub. L. No. 117-2 (March 11, 2021)).

Pursuant to a competitive application process NHHFA will provide a grant to Grantee for a project consistent with the Program objectives and Grantee's approved application ("the Project").

Grantee will undertake and complete the Project pursuant to the terms and conditions of this Agreement.

TERMS AND CONDITIONS

1. GRANT AMOUNT: $75,000

2. EFFECTIVE DATE: November 29, 2022

3. COMPLETION DATE: July 31, 2024

4. PROGRAM ADMINISTRATOR. This Program is administered by Plan NH on behalf of NHHFA. Project communications with Grantee will generally be by and with the Program Administrator, but NHHFA may communicate directly with Grantee on some matters as stated in this Agreement.

5. PROJECT PERFORMANCE AND CONSULTANT SELECTION. Grantee agrees to perform work to complete the Project pursuant to the terms and conditions of the Scope of Work (Exhibit A). Grantee’s application to the Program is considered part of this Agreement and any commitments included within the application will be binding on Grantee. Program application instructions, forms, and associated materials are also conditions to this Agreement.

Grantee acknowledges that it is responsible to complete all Project work and that it will deliver to the Program Administrator (a) all required work under the Scope of Work; (b) all required documentation under the Scope of Work; and (c) all other requirements, duties, obligations and responsibilities of Grantee under the Scope of Work. Grantee
acknowledges and agrees that NHHFA, acting at times through the Program Administrator, will have the sole authority and discretion to determine whether Grantee has met the requirements set forth in this Agreement.

Grantee shall subcontract with a consultant to perform the work of the Project. Grantee may select its consultant from the list of qualified contractors published as part of the Program without engaging in a competitive process. Grantee may otherwise engage in a competitive process to choose its consultant, but the consultant chosen by the Grantee will be subject to approval by the Program Administrator. Acting through the Program Administrator, NHHFA reserves the right to assess the qualifications of such consultants and to reject those it deems to be unqualified to perform the proposed work. Grantee’s contractor may subcontract Project work only upon review and written approval of subcontractor’s qualifications by the Program Administrator. Grantee will at all times be responsible for Project performance under this Agreement.

6. MONTHLY PROGRESS REPORTS. Grantee will report to Program Administrator on monthly progress toward implementing its proposed Scope of Work, completed tasks, and metrics of success including documentation on public meetings, workshops and hearings, public participation levels, and additional outreach efforts. Grantee will submit a progress report to the Program Administrator that includes a draft of any proposed regulations for the purpose of allowing NHHFA to comment on the draft prior to notice of public hearings held by the Grantee’s planning board or other cognizant body.

7. CLOSE OUT OF CONTRACT. No later than 30 days following Project Completion Date, Grantee will submit its final invoice. Regardless of the Completion Date, any invoice submitted after July 31, 2024 will not be eligible for reimbursement. At the same time, Grantee will submit a final report to the Program Administrator. If Grantee cannot demonstrate that the funds have been expended for allowable costs, the excess funds shall be returned with the final report to Program Administrator, by check payable to New Hampshire Housing Finance Authority.

8. POST-COMPLETION PROJECT REPORTS. If Grantee adopts ordinances or regulations paid in whole or part with these grant funds, Grantee will report on permitting and development activity under the regulations for a period of three (3) years after Completion Date in a form determined by NHHFA.

9. PROJECT TERM EXTENSION. Grantee will ensure that the Project work is performed in a manner that is consistent with the time periods set forth in the Scope of Work and with the Completion Date. Grantee may request additional time to perform the Project work beyond the Completion Date, but in no circumstance will the Project term extend beyond July 31, 2024.

10. COMPLIANCE WITH APPLICABLE LOCAL, STATE AND FEDERAL LAWS, REGULATIONS, AND RULES. By signing this Agreement, Grantee certifies its understanding and acceptance of the terms and conditions of Exhibits C through F.
Grantee covenants and agrees that it will fully comply with all applicable provisions of these documents as well as all other applicable local, state and federal laws, regulations and rules that may be applicable to the conduct of this Project.

11. CONFLICT OF INTEREST. Grantee agrees that it will maintain in effect a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) covering each activity funded under this Agreement. Grantee will disclose in writing to Program Administrator any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

12. RESTRICTION ON ADDITIONAL FUNDING. Grantee acknowledges and agrees that no portion of the funds under this Agreement may be used for the purpose of obtaining additional Federal funds under any other law of the United States, except if authorized under that law.

13. UNIQUE ENTITY IDENTIFIER. Grantee must (i) be registered in SAM.gov; (ii) provide a valid unique entity identifier; and (iii) continue to maintain an active SAM.gov registration with current information at all times during the term of the Project. Registration instructions are here: https://sam.gov/content/home.

14. PUBLICATIONS. With the exception of ordinances, regulations, and rules proposed or adopted by Grantee, any publications produced with funds from this award must display the following language: “This project [is being] [was] supported, in whole or in part by, federal award number SLFRP0145 awarded to the State of New Hampshire by the U.S. Department of the Treasury.”

15. LIABILITY AND INDEMNIFICATION. NHHFA will not be liable for the action or inaction of Grantee in the performance of its duties under this Agreement. Further, Grantee will indemnify NHHFA and its employees, members, officers, counsel, and other representatives from all claims, causes of action, liability, loss, damage, or expense arising or resulting from Grantee’s actions, including, but not limited to negligence and willful or intentional conduct in performing the work contemplated under this Agreement or arising in any way under this Agreement.

16. NHHFA’S RIGHT TO TERMINATE AGREEMENT. In the event of a violation of any term or condition of this Agreement by Grantee, NHHFA will have the right to terminate this Agreement by giving Grantee ten (10) days written notice of such termination. NHHFA will reimburse Grantee for its Project expenses incurred prior to the effective termination date indicated in its written notice.

17. GRANTEE’S ADMINISTRATIVE AND FINANCIAL REPORTS AND INFORMATION. Grantee will maintain full and accurate accounts and records, including personnel, property and financial records, adequate to identify and account for all costs and expenses pertaining to the work performed by Grantee pursuant to this Agreement and such other records and information as may be deemed necessary by NHHFA to assure proper accounting and use for all Program funds. Between the
Effective Date and the date five (5) years after the Completion Date, Grantee will keep, or require to be kept by subcontractors, detailed records of all services performed in connection with the Grant. At any time during Grantee’s normal business hours, and as often as NHHFA, the State, the U.S. Department of Treasury or OMB may demand, Grantee will make available to the NHHFA, State, the U.S. Department of Treasury or OMB all records pertaining to matters covered by this Agreement. Grantee will permit NHHFA, the State, the U.S. Department of Treasury or OMB to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data, and other information relating to all matters covered by this Agreement.

18. NO INTELLECTUAL PROPERTY RIGHTS. Grantee acknowledges and agrees that any and all reports, plans, drawings or other documents produced or generated in whole or in part under this Agreement will not be the subject to copyright or other intellectual property right by Grantee or Grantee’s contractors and subcontractors. All such documents will be in the public domain.

19. NO AGENCY. Grantee acknowledges and agrees that it has no authority to act on behalf of NHHFA as its agent, representative or in any other capacity whatsoever and that it will not hold itself out as an agent or representative of NHHFA. Further, Grantee acknowledges and agrees that it does not and shall not claim or assert to have the right to act for, bind or take any action whatsoever in any capacity whatsoever on behalf of NHHFA.

20. WAIVER. The waiver of a breach of any provision of this Agreement by either party or the failure of either party otherwise to insist upon strict performance of any provision hereof shall not constitute a waiver of any subsequent breach or of any subsequent failure to perform.

21. NOTICE. Any notice required under this Agreement shall be given as follows:

Notice to Program Administrator:

Tiffany Tononi McNamara  
Plan NH  
info@nhhopgrants.org

Notice to NHHFA:

George Reagan  
New Hampshire Housing  
32 Constitution Drive  
Bedford, NH 03110  
greagan@nhhfa.org
Notice to Grantee:

Name: Bruce Simpson
City/Town: Town of Hanover
Address: 41 South Main Street, P.O. Box 483
Hanover, NH 03755
Email: bruce.simpson@hanovernh.org

22. APPLICABLE LAW AND VENUE. This Agreement is governed by and construed in accordance with the laws of the State of New Hampshire. Any legal proceeding relating to this Agreement will be brought in the proper state or federal court in the State of New Hampshire.

23. SEVERABILITY. If any provision of this Agreement is for any reason held illegal, void or invalid, such illegality or invalidity will not affect the remaining provisions hereof, and this Agreement will be construed and enforced as if such illegal, void or invalid provisions(s) were not a part hereof.

24. ENTIRE AGREEMENT. This writing along with the exhibits and attachments constitutes the entire agreement of the parties and all other writings, statements, agreements, or representations whether oral or written are superseded and replaced hereby. No alteration, change or modification of this agreement may be made except in writing signed by all parties.

25. BINDING EFFECT. This Agreement is binding upon the parties hereto and upon their successors, heirs, personal representatives and assigns.

Signature page follows.
AGREED:

New Hampshire Housing Finance Authority

By: ____________________________ Date: ____________________________
Benjamin D. Frost
Deputy Executive Director

Town of Hanover, New Hampshire

By: ____________________________ Date: ____________________________
Signature (Duly Authorized)

________________________________
Name and Title Printed
EXHIBIT A

Scope of Work

1. Grantee acknowledges and agrees that the funds awarded under this Agreement will be used solely for purposes identified in this Agreement. Funds are awarded for these purposes under Section 9901 of the American Rescue Plan Act (Pub. L. No. 117-2 (March 11, 2021)), for which Grantee has not received payment or reimbursement from any other source and the State has determined is an allowable purpose as defined in Section 9901.

2. Services to be Provided:

The following is as presented in Hanover’s awarded application packet:

Outcomes, Deliverables, Scope of Work and Budget:

Outcomes & Deliverables

1. With the assistance of UNH Cooperative Extension, create and implement a campaign of public outreach to educate the community on the need for additional affordable housing and show how affordable housing can be done in a way that doesn’t reduce property values or have adverse effects on the local neighborhood or the town as a whole.

2. Draft and implement Zoning and Site Plan Review changes, possibly including:
   • Allowance of a wider variety of housing (including multi-family) in districts that now prioritize single-family homes
   • Increases in allowed density in select areas of town are served by public water and sanitation.
   • Reduction of the 10-acre minimum lot size for major subdivisions.
   • Move to soil-based lot sizing for portions of the Rural Residential District that are adjacent to the SR and GR districts.
   • Density bonuses for affordable housing.
   • Simplification and/or streamlining of approval procedures, such as programs that make it easier for residents without professional backgrounds to turn single-families into duplex or triplexes.
   • Separate, streamlined workflow for workforce or affordable housing.
   • Modification of setbacks, height allowances, and lot sizes for affordable housing.
   • Make it easier for people to move properties into adaptive re-use pathways.
   • Facilitate Accessory Dwelling Units by eliminating parking, design, and setback standards.
   • Create a permit by right for affordable housing projects.
   • Limits on short-term rentals that remove housing stock (especially rental housing) from the market and/or implementation of a requirement that all short-term rentals be owner occupied.
   • Explore programs to create cluster developments in more rural areas that help preserve open space, reduce environmental impact, and generate more housing units.
• Expand the use of informal working groups that include developers so that interactive conversations can happen about project ideas before costly application processes begin.

• Work with key regional stakeholders in identifying mechanisms for facilitating more thoughtful and nuanced local policy discussions about land use and housing that mediate the "NIMBY" response bias that data shows exists in virtually every community.

• Identify programs that attempt to reshape cultural and social viewpoints about different types of development, affordable housing, alternative transportation, and related issues.

• Leverage the credibility of key local stakeholders such as local businesses to help ensure that the public understands the impact of the housing shortages on treasured local assets, such as long-standing restaurants that cannot hire new employees due to local housing costs.

3. Other tasks:
   • Consider possibility of tax incentives to increase housing stock.
   • Develop a plan to improve and expand existing public transportation system that will reduce need for private vehicle ownership, thus minimizing the limitations on housing created by the need for parking spaces.
   • Work with Dartmouth College to increase student/employee housing so as to help alleviate housing shortage in the community, especially on vacant land owned by the college, and look at zoning changes could facilitate such increases.
   • Partner with non-profits such as Twin Pines Housing to increase workforce housing supply.
   • Consider expansion of town water and sewer to more areas of town to facilitate affordable housing.

Timeline of Tasks

Task #1: Needs Analysis and Planning
Develop a working knowledge of the Regional Housing Needs Assessment for the Upper Valley Region currently being prepared by the UVLSRPC to better understand housing needs in a regional context, as well as identify gaps at the municipal level for Hanover. The Consultant will undertake an analysis of local housing market trends, and coordinate with UVLSRPC staff and other local and regional resources to access and analyze available data. This task will also support the development of housing-related sections in the Master Plan Update that is already in progress.
Estimated Timeline: December 2022 - March 2023

Task #2: Regulatory Audit
The Consultant will be tasked with initiating the process of conducting an audit of local land use regulations to more clearly identify regulatory barriers to housing development and restrictions. Regulations to be reviewed will include the Zoning Ordinance, Subdivision Regulations, and Site Plan Review Regulations. This task will include: a review of local land use regulations; presentation of initial findings to community representatives and staff to identify potential priorities; an examination of the Hanover's permitting processes, and identification of ways to improve efficiency and clarity for private landowners and developers.
Estimated Timeline: March - July 2023
Task #3: Community Engagement
Community engagement is a cornerstone of this proposal and will be ongoing from the time of award and throughout the project. To best ensure that the proposed planning and regulatory changes promote new housing development that reflects the desired character of the community, the consultant will work with local staff, boards and volunteers, as well as major stakeholders such as Dartmouth College and Dartmouth-Hitchcock Hospital to gather meaningful input while also educating residents where opposition to new housing may be grounded in stigma, misconceptions and NIMBY sentiments that challenge the ultimate aims of this project. Proposed community engagement sub-tasks are likely to include visualization exercises to show a variety of housing types and character. It is important to acknowledge that this project provides a unique opportunity to educate residents about the range of housing options that are available and may suit the community’s desires.
Estimated Timeline: December 2022 - May 2024

Task #4: Housing Academy Participation
We will identify up to eight individuals to participate in the Housing Academy developed by UNH Cooperative Extension and help bring these lessons and insights back to Hanover. While Academy sessions will extend for approximately eight months beginning in Fall 2022 with site visits planned later in the program, we anticipate using the Academy as a valuable resource throughout the project period, building relationships and sharing best practices with other program participants.
Estimated Timeline: January 2023 - January 2024 (or per availability)

Task #5: Project Administration
The Project Administrator will manage the grant over the 18-month performance period.
Estimated Timeline: December 2022 - July 2023

Scope of Work & Budget

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Summary of task</th>
<th>Who performs?</th>
<th>Timing</th>
<th>Estimated Cost</th>
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</thead>
<tbody>
<tr>
<td>Needs Analysis and Planning</td>
<td>Analyze demographic data and housing information and trends</td>
<td>Consultant, planning staff</td>
<td>Initial phase, beginning late fall 2022.</td>
<td>$20,000</td>
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<tr>
<td>Community Engagement</td>
<td>Develop and implement outreach program, seek partnership w/ local stakeholders</td>
<td>Consultant, planning staff, volunteers, community stakeholders, Planning Board</td>
<td>Surveys, forums, hearings, workshops, etc. to be conducted throughout the process, beginning in Winter 2022</td>
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<td>Attendance at Academy</td>
<td>Volunteers, Planning Board Members</td>
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<td>Regulatory Review</td>
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<td>Planning Staff</td>
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<td>TOTAL</td>
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<td></td>
<td></td>
<td>$75,000</td>
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EXHIBIT B

Methods and Conditions of Payment

Grantee acknowledges and agrees that funding under this Agreement may be withheld, in whole or in part, in the event of Grantee's non-compliance with any Federal or State law, rule or regulation applicable to the Project, or if the Project has not been satisfactorily completed in accordance with the terms and conditions of this Agreement.

FEDERAL STANDARDS. Grantee acknowledges and agrees that it is a “subrecipient” as that term is defined in 2 CFR 200 as amended (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), and that 2 CFR 200, other than such provisions as Treasury may determine are inapplicable to the State Fiscal Recovery Fund and subject to such exceptions as may be otherwise provided by Treasury, are considered legally binding and enforceable documents under this Agreement. The State reserves the right to use any legal remedy at its disposal including, but not limited to, disallowance of costs or withholding of funds. The direct costs charged under this Agreement are determined to be allowable under ARPA Section 9901 and the cost principles detailed in 2 CFR 200 Subpart E – Cost Principles.

REIMBURSEMENT OF GRANTEE’S COSTS. Grant funds will be paid as reimbursement by NHHFA to Grantee for its costs within 30 days of presentation of an invoice to the Program Administrator by Grantee. NHHFA reserves the right to request further information in support of Grantee’s invoice; such requests will toll the reimbursement period until requested information is provided by Grantee.

ELIGIBLE COSTS. In addition to the cost of consulting services as required in this Agreement for conduct of the Project, Grantee may expend grant funds for the purpose of acquiring materials and other services necessary to perform tasks identified in the Scope of Work, including but not limited to costs of public notices for meetings.

Food and beverage costs will qualify for reimbursement provided its primary purpose is for the Project and for the purpose of engaging with the public or groups of stakeholders, such as public meetings or focus groups, or is for the dissemination of information about the Project and gathering of public input regarding the Project. Prior to any such expenditure, Grantee must secure the approval of the Program Administrator. Grantee can secure approval for a recurring series of expenditures in a single request. The cumulative amount of funds used to purchase food and beverages will not exceed one percent of Grantee’s total project budget or $2,500, whichever is greater, without prior approval by the Program Administrator. Grant funds cannot be used for the purchase of alcoholic beverages.

Grantee may use up to 7.5% of grant funds for its administrative costs.

Grant funds may not be used for the acquisition of property, to pay for equipment, or to pay for consultant services rendered prior to the Effective Date.
Regardless of the Completion Date, any invoice submitted for reimbursement after July 31, 2024 will not be eligible for reimbursement.
EXHIBIT C

Drug-Free Workplace

Grantee agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees that by executing this Agreement it certifies as follows:

Certification Regarding Drug Free Workplace

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990, Federal Register (pages 21681-21691), and require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certificate set out below is a material representation of fact upon which reliance is placed when NHHFA awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

(A) Grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in Grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;
(2) Grantee’s policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying NHHFA in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
EXHIBIT D

Lobbying

Grantee agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees that by executing this Agreement it certifies as follows:

CERTIFICATION REGARDING LOBBYING

Grantee certifies, to the best of its knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-Grantee).

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-Grantee), Grantee shall notify NHHFA.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.
EXHIBIT E

Debarment

The Grantee agrees to comply with the provisions of Executive Office of the President, Executive Order 12529 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees that by executing this Agreement it certifies as follows:

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

Instructions for Certification
(1) By signing and submitting this Agreement, the Grantee is providing the certification set out below.
(2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the Grantee shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the State determination whether to enter into this transaction. However, failure of the Grantee to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
(3) The certification in this clause is a material representation of fact upon which reliance was placed when the State determined to enter into this transaction. If it is later determined that the Grantee knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, State may terminate this transaction for cause or default.
(4) The Grantee shall provide immediate written notice to NHHFA, to whom this Agreement is submitted if at any time the Grantee learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
(5) The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76.
(6) The Grantee agrees by submitting this Agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHHFA.
(7) The Grantee further agrees by submitting this Agreement that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” provided by State, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
(8) A Grantee in a covered transaction may rely upon a certification of Grantee in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A Grantee may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (of excluded parties).

(9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a Grantee is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(10) Except for transactions authorized under paragraph 6 of these instructions, if a Grantee in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, NHHFA may terminate this transaction for cause or default.
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS, cont’d

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

(1) The Grantee certifies to the best of its knowledge and belief, that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) have not, within a three-year period preceding this Contract, had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Agreement.
EXHIBIT F

ASSURANCE OF COMPLIANCE NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

By signing this Agreement, Grantee agrees to comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352); Title IX of the Education Amendments of 1972, as amended, (Pub. L. 92-318, Pub. L. 93-568, and Pub. L. 94-482); Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112); the Age Discrimination Act of 1975 (Pub. L. 94-135); the Fair Housing Act, Title VIII-IX of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, national origin, sex, familial status, or disability; The Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

In accordance with the above laws and regulations issued pursuant thereto, Grantee agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which Grantee receives Federal assistance.

Applicability and Period of Obligation
In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to Grantee by the State or NHHFA with federal ARPA funds, this assurance obligates Grantee for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates Grantee for the period during which it retains ownership or possession of the property.

Employment Practices
Where a primary objective of the Federal assistance is to provide employment or where Grantee's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the State or NHHFA, Grantee agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Subrecipient Assurance
Grantee shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws and regulations
cited above. To this end, the subrecipient shall be required to sign a written assurance form; however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

Data Collection and Access to Records
Grantee agrees to compile and maintain information pertaining to programs or activities developed as a result of Grantee's receipt of Federal assistance from the State. Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; and (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program.
For immediate release from NHRS: December 16, 2022

CONCORD, NH – The State of New Hampshire will begin issuing FY 2022 employer contribution reimbursements to many NHRS-participating employers next week.

Legislation enacted in 2022 (HB 1221) requires the State to reimburse 7.5 percent of local employer contributions to the New Hampshire Retirement System made in fiscal year 2022 for Group I teachers and Group II police and fire members.

NHRS provided the state with employer-by-employer contribution data for the majority of local, county and school employers in October. Approximately 60 employers had unreconciled contributions at that time and will not be receiving the reimbursement until early 2023. NHRS expects to complete the reconciliation process for all employers and provide reimbursement information to the state in early January.

These payments are being issued by the state, not NHRS. Because the retirement system is not issuing the payments, we cannot answer employer questions regarding accounting or financial reporting related to this legislation.

Respectfully,
Katherine

Katherine Heck
Government Finance Advisor
NH Municipal Association
25 Triangle Park Drive
Concord, NH 03301
Tel: (603) 224-7447
Email: kheck@nhmunicipal.org
Federal Funding and Resources
STATE OF NEW HAM AP PAYMENT ACH ENTRY MEMO POSTED TODAY
Pending - 12/19/2022

+$81,384.71

Attach to a conversation

Mascoma Bank - Operating Account
STATE OF NEW HAM AP PAYMENT ACH ENTRY MEMO POSTED TODAY
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<th>INVOICE NUMBER</th>
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<th>CONTACT INFORMATION</th>
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If you have further payment questions, reference the contact information provided next to the line item in question.

**INFORMATION MESSAGE**

Questions On Your Payment?
Please use the contact information provided above in the fourth column from the left.

**TOTALS:** $81,384.71

**DIRECT DEPOSIT ADVICE**

PAY EXACTLY VOID VOID VOID VOID VOID VOID VOID VOID

PAY TO THE ORDER OF TOWN OF HANOVER Treasurer PO Box 483 Hanover NH 03755

The amount of $81,384.71 is non-negotiable.
December 20, 2022

Landfill Customer -

The City of Lebanon has completed its 2023 budget process. A public hearing was set for Lebanon’s Budget on December 7, 2022. During that budget meeting the Lebanon landfill tip was set at a 3% increase to $78.80 ton. This proposed new rate will go into effect on January 1, 2023. Punch Cards will also be going from $15 to $20 a card.

If you have any questions, please let me know.

Thank you,
Erica

Erica, Solid Waste Manager
City of Lebanon, NH
603.442.6147
www.lebanonnh.gov/solidwaste
CUSTOMER UPON SIGNING BY AUTHORIZED . BY YOUR SIGNATURE, CUSTOMER AGREES TO LEASE SCHEDULE . THEY SHALL CONTROL OVER TO: CSA and Lessor: Customer certifies that (a) the Listed Items and condition and are, in all respects, satisfactory to the Customer, and (d) the Listed Items are irrevocably accepted by the Customer for all purposes under the Agreement. Accordingly, Customer hereby authorizes billing under this Schedule.

Lease Schedule ("Schedule") - Itemized (SER-700)

Customer: HANOVER, TOWN OF Agreement #: MA5045

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<tr>
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Maint Base Charge Section A

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<tr>
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<td>1</td>
<td>Included</td>
<td>Included</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment Maintenance Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance included for all Equipment</td>
</tr>
<tr>
<td>Maint Base charge invoiced Monthly by CFS</td>
</tr>
<tr>
<td>Excess Per Image Charge invoiced Monthly by CFS</td>
</tr>
<tr>
<td>Per Unit Coverage Plan</td>
</tr>
<tr>
<td>Fixed Price Plan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Transaction Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease Payment shall be invoiced Monthly</td>
</tr>
<tr>
<td>Purchase Option: Fair Market Value</td>
</tr>
</tbody>
</table>

| Billing: |
|--------------------------|--------------------------|--------------------------|--------------------------|
| Address: | City: | County: | State: |
| Address 2: |
| City: | County: | State: |
| Primary Customer Contact: | Corey Stevens |
| Phone #: | Email: |
| Meter Contact: |
| Phone #: | Email: |
| IT Contact: | Corey Stevens |
| Phone #: | Email: |

<table>
<thead>
<tr>
<th>Additional Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>OC: COUNTY OF DUPAGE CONTRACT FI-R-0251-18</td>
</tr>
</tbody>
</table>

THIS SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE ("AGREEMENT"); INCLUDING THE MASTER LEASE TERMS SET FORTH AS RIDER G THERETO WHICH IS NULL CONTROL (THE "LEASE TERMS"); TO THE EXTENT THE TERMS OF AN EXISTING CFS MASTER AGREEMENT ARE REFERENCED ON THIS SCHEDULE (THE "EXISTING CFS LEASE") AND ARE APPLICABLE TO THIS SCHEDULE, THEY SHALL CONTROL OVER THE MASTER LEASE TERMS SET FORTH AS RIDER G TO THE AGREEMENT FOR SO LONG AS THE EXISTING MASTER CFS LEASE REMAINS IN EFFECT, STANDARD TERMS AND CONDITIONS AND APPLICABLE RIDERS INCORPORATED HEREIN ARE AVAILABLE AT EES/CANON.COM/CUSTOMER/DOCUMENTS. AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT, THIS SCHEDULE CONSTITUTES A LEASE OF THE LISTED ITEMS, AND IS BINDING ON CUSTOMER UPON SIGNING BY CUSTOMER, AND IS BINDING ON CSA AND LESSOR AS PROVIDED IN THE LEASE TERMS. THIS SCHEDULE IS NON-CANCELABLE BY CUSTOMER. CUSTOMER REPRESENTS THAT IN EXECUTION OF THIS SCHEDULE HAS BEEN DUTY AUTHORIZED. BY YOUR SIGNATURE, CUSTOMER AGREES TO LEASE THE LISTED ITEMS AND, IF SELECTED, TO PURCHASE THE MAINTENANCE SERVICES DESCRIBED HEREIN, YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS SCHEDULE.

Customer Authorized Signature: Printed Name: Title: Date: 

ACCEPTANCE CERTIFICATE

To: CSA and Lessor: Customer certifies that (a) the Listed Items referred to in the above Schedule have been received, (b) installation has been completed, (c) the Listed Items have been examined by Customer and are in good operating order and condition and are, in all respects, satisfactory to the Customer, and (d) the Listed Items are irrevocably accepted by the Customer for all purposes under the Agreement. Accordingly, Customer hereby authorizes billing under this Schedule.

Authorized Signature: Printed Name: Title: Date: 

For Internal Purposes Only: 
CFS Authorized Signature: Printed Name: Title: Date: 

**Requires Remote Reporting Agent
Customer ("You") Customer Account: 1855917

**Service Requested:**

**Return**

**Lease Information (if applicable)**

<table>
<thead>
<tr>
<th>Leasing company name</th>
<th>Lease Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFS</td>
<td>001-0094287-011</td>
</tr>
</tbody>
</table>

If "Buyout Reimbursement" is selected above, the following MUST be completed:

$__________ To be paid upon delivery / acceptance pursuant to Rider B, Section 1.

Payable to: ________________________________

Reason for check issuance: ________________________________

If transaction includes a Lease Upgrade or Buyout the following MUST be completed:

Select

- [ ] Not Applicable: No Equipment pick up required
- [ ] CSA will pick up the Equipment
  - [ ] Return Equipment to CFS
  - [ ] Return Equipment to CSA
  - Original Order Date __________

- [ ] You will return Equipment to leasing company according to the terms and conditions of your lease agreement
- [ ] You will retain the equipment.

Will retained equipment remain under a CSA Maintenance Agreement?

- [ ] No
- [ ] Yes: SELECT ONE: under an Existing Contract [ ] Or New Contract [ ]

**Trade in Equipment Condition:**

If transaction includes a Lease return the following MUST be completed:

<table>
<thead>
<tr>
<th>Return code</th>
<th>Item Code</th>
<th>Description</th>
<th>Serial #</th>
<th>Equipment Location</th>
<th>Contact Name &amp; Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>USTR</td>
<td>0003246</td>
<td>RDVC5559V2</td>
<td>XUG109852</td>
<td>46 LIME RD POLICE DEPARTMENT HANOVER, NH 03755</td>
<td><a href="mailto:corey.stevens@hanovernh.org">corey.stevens@hanovernh.org</a></td>
<td></td>
</tr>
</tbody>
</table>

**Pick Up /Return Information:**

- [ ] Same Date as Delivery of Listed Items Specified on the Agreement
- [ ] Other Specified Date: __________ / __________ / __________ (but no longer than 30 days after delivery of Listed Items under Agreement

Contact Name: Corey Stevens Phone: 643.649.3222 Email: corey.stevens@hanovernh.org

Hours of Operation: 9-5 Number of Steps: 0 Elevator: No Loading Dock: No

Special Instructions:

THIS RETURN SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES ALL OF THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE AND THE APPLICABLE RIDER(S) ("AGREEMENT"). BY YOUR SIGNATURE BELOW, YOU AGREE TO TERMS AS SPECIFIED ABOVE, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DILY AUTHORIZED. YOU REPRESENT THAT YOU ARE AUTHORIZED TO EXECUTE THIS SCHEDULE ON CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT ESS.CSA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT, YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS RETURN SCHEDULE.

Customer's Authorized Signature

Printed Name ____________________________ Title ____________________________ Date ____________

SLS-900 March 2020
GOVERNMENTAL ENTITY
Complete Legal Name

THIS MUNICIPAL FISCAL FUNDING ADDENDUM ("ADDENDUM") WILL BE OF NO FORCE OR EFFECT IF THE CUSTOMER IS NOT A STATE OR A POLITICAL SUBDIVISION OF A STATE WITHIN THE MEANING OF SECTION 103(C) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED.

Customer warrants that it has funds available to pay Payments payable pursuant to the agreement (whether designated a lease, rental, master lease, or otherwise, together with any schedules, the "Agreement") until the end of its current appropriation period and warrants that it presently intends to make Payments in each appropriation period from now until the end of this Agreement. The officer of Customer responsible for preparation of Customer's annual budget shall request from its legislative body or funding authority funds to be paid to CFS under this Agreement. If notwithstanding the making in good faith of such request in accordance with appropriate procedures and with the exercise of reasonable care and diligence, such legislative body or funding authority does not appropriate funds to be paid to CFS for the Equipment, Customer may, upon prior written notice to CFS, effective upon the exhaustion of the funding authorized for the then current appropriation period, return the Equipment to CFS, at Customer's expense and in accordance with this Agreement, and thereupon, Customer shall be released of its obligation to make Payments to CFS due thereafter, provided: (1) the Equipment is returned to CFS as provided for in the Agreement; (2) the above described notice states the failure of the legislative body or funding authority to appropriate the necessary funds as the reason for cancellation; and (3) such notice is accompanied by payment of all amounts then due to CFS under the Agreement. In the event Customer returns the Equipment pursuant to the terms of this Agreement, CFS shall retain all sums paid by Customer.

Customer's Payment obligations under this Agreement in any fiscal year shall constitute a current expense of Customer for such fiscal year, and shall not constitute indebtedness or a multiple fiscal year obligation of Customer under Customer's state constitution, state law or home rule charter. Nothing in this Agreement shall constitute a pledge by Customer of any taxes or other monies, other than as appropriated for a specific fiscal year for this Agreement and the Equipment.

The undersigned represents and warrants to CFS that all action required to authorize the execution and delivery of this Addendum on behalf of the above referenced Customer by the following signatory has been duly taken and remains in full force and effect. Customer agrees that CFS may accept a facsimile or other electronic transmission of this Addendum as an original, and that facsimile or electronically transmitted copies of Customer's signature will be treated as an original for all purposes.

ACCEPTED

Canon Financial Services, Inc.

By
Title
Date

Customer

By
Printed Name
Title

CFS-2020 (04/16)
# Lease Schedule ("Schedule") - Itemized (SER-700)

**Customer:** HANOVER, TOWN OF  
**Agreement #:** MA5045  
**CFS #:** 1919522  
**Salesperson:** Chelsea Marie Furlani  
**Transaction #:** S1339663  
**Order Date:** 01/17/23

### Payment Information

<table>
<thead>
<tr>
<th>Listed Items Description</th>
<th>Qty</th>
<th>Unit Pmt</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5827C002</td>
<td>1</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>0126C001</td>
<td>1</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>4030C002</td>
<td>1</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>5546C002</td>
<td>1</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>5547C002</td>
<td>1</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>2368V120</td>
<td>1</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>3923V843</td>
<td>1</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>InstSupplies</td>
<td>1</td>
<td>Included</td>
<td>Included</td>
</tr>
</tbody>
</table>

### Equipment Maintenance Information

- **Maintenance included for all Equipment**
- **Base Charge invoiced Monthly by CFS**
- **Fixed Price Plan**
- **Exclude Per Image Charge invoiced Monthly by CFS**

### Other Transaction Details

- **Lease Payment shall be invoiced Monthly**
- **Purchase Option: Fair Market Value**

### Additional Requirements

- **Consent:** COUNTY OF DUPAGE CONTRACT FI-R-0251-18
- This schedule is itemized for purposes only and incorporates the terms of the Master Sales and Services Agreement referenced as the Agreement # above ("Agreement"). Including the Master Lease Terms set forth as Rider(s) thereto which shall control, the "Lease Terms" to the extent the terms of an existing CFS Master Agreement are referenced on this Schedule (the "Existing Master CFS Lease") and are applicable to this Schedule, they shall control over the Master Lease Terms set forth as Rider(s) to the Agreement for so long as the outside Master Lease remains in effect, standard terms and conditions and applicable riders incorporated herein are available at CFS.CSA.CANON.COM/CUSTOMER/DOCUME., and shall apply to the extent not modified by the Agreement. This schedule constitutes a lease of the listed items, and is binding on customer upon signing by customer and is binding on CSA and Lessor as provided in the lease terms. This Schedule is non-cancelable by customer, and this representation that execution of this Schedule has been duly authorized, by your signature, customer agrees to lease the listed items, and, if selected, to purchase the maintenance services described herein, you acknowledge receipt of a copy of this Schedule.

### Acceptance Certificate

**Customer Authorized Signature:**

**Printed Name:**

**Title:**

**Date:**

---

**For Internal Purposes Only:**

**CFS Authorized Signature:**

**Printed Name:**

**Title:**

**Date:**

---

**SER-700 Itemized Lease May 2022**
GOVERNMENTAL ENTITY
Complete Legal Name
Hanover, Town of

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CFS-2020 (04/16)
You are very welcome!

Kerry, could you please put this abatement request on the agenda for the Board’s consideration at one of their upcoming meetings?

Thank you!

Adriane

From: Virginia Quinn <vqvquinn@gmail.com>
Sent: Wednesday, January 4, 2023 2:57PM
To: Adriane Coutermarsh <adriane.coutermarsh@hanovernh.org>
Subject: 20 Low Road Water Usage

Dear Adriane,

Thank you for your email below. This is to confirm that I would like to request an abatement in the amount you have determined. Please consider this email my abatement request. Thank you so much for passing this request along to the Selectboard along with your and Peter Kulbacki’s support.

Kind regards and thanks for all you do.

Virginia Quinn
20 Low Road
Hanover

From: Adriane Coutermarsh <adriane.coutermarsh@hanovernh.org>
Date: Wednesday, January 4, 2023 at 1:00 PM
To: Virginia Quinn <vqvquinn@gmail.com>
Subject: 20 Low Road Water Usage

Hello Ms. Quinn,

To recap our conversation over the phone: we spoke about a very high water bill you received dated December 21, 2022 and in discussing this with our Director, Peter Kulbacki, we determined that there were several dates in which the amount of water being registered on the water meter was not possible with the size of the meter installed in your home. A similar scenario occurred during the same quarter the prior year, in which an abatement was requested and we (Town staff) supported. Normally, the water meter would have been replaced at that time, however, there were understandably concerns regarding COVID at that time and we did not end up replacing the meter.
While it is ironic that this appears to have occurred again during the same time period, we do believe that many of the readings are erroneous and would support an abatement request. We are now scheduled to replace the meter tomorrow (Thursday, January 5\textsuperscript{th}) to prevent this happening in the future.

If you wish to request an abatement, you may do so by responding to this email confirming that you would like to do so, and I would be happy to pass it along to the Selectboard along with our support of abatement. Our recommendation would be to abate $1577 of the $1,697 bill, which would leave a balance of $120. (See below for calculation. *Amounts are rounded as they are on water/sewer bills).

Calculation:
The estimated sum of suspected erroneous usage over 17 days amounted to 18,807 cubic feet

\[
\begin{array}{ccc}
18807 & \text{water rate} & 0.04356 & \$ & 819^* \\
18807 & \text{sewer rate} & 0.03945 & \$ & 758^* \\
\text{} & \text{} & \text{} & \text{} & 1,577^*
\end{array}
\]

Adriane Coutermarsh
Administrative Assistant
Department of Public Works
194 Lebanon Street
Hanover, NH 03755

603.640.3373 (direct)
adriane.coutermarsh@hanovernh.org
My husband and I moved to the Upper Valley from Missouri in 2008, and have lived in Hanover since 2013. We have two children, 10 and 12 years old. My "day job" is working as an audiologist, with a clinic in downtown Hanover (Johnson Audiology). I am also on faculty at DHMC, and provide research support at Jay Buckey’s Space Medicine Innovations Lab at Dartmouth College. These positions provide flexibility which has afforded me time for community endeavors such as volunteering at the schools, at the Howe library, and on the Planning Board. This sort of involvement with my town and community is important to me. Though I spent the first 25 years of my life in midwestern cities (growing up in Kansas City and attending undergraduate and graduate school in St. Louis), Hanover has become home. Our family spends our free time enjoying the many beautiful natural resources the Upper Valley offers, in most seasons (though we'll forgive those sloppy weeks from mid-March to mid-April). We love the outdoors. We want our children to be able to offer the same appreciation of the natural world to their children and grandchildren, so we must acknowledge the fragility of the planet. Though we strive to live sustainably within our home, I would like to be a part of the town’s efforts to do the same on a larger scale. I am proud to live in a town that prioritizes these efforts, and would be proud to serve on the Sustainable Hanover Committee.
Catherine Rieke
CATHERINE C. RIEKE

Phone: (802) 299-0172
riekec@gmail.com

5 Huntley Road
Hanover, NH 03755

EDUCATION

AuD Washington University in St. Louis School of Medicine
Doctorate in Audiology
Internship training: Dartmouth-Hitchcock Medical Center

BS Saint Louis University
Summa Cum Laude
Major: Communication Sciences and Disorders
Minors: English and Education

CLINICAL EXPERIENCE

Dartmouth Hitchcock Medical Center, Lebanon, NH 2009 to present
Clinical Audiologist, Department of Otolaryngology, Audiology & Maxillofacial Surgery
Instructor, Geisel Medical School at Dartmouth College
- Perform diagnostic audiologic, electrophysiologic and vestibular evaluations
- Supervise doctoral students in clinical training

Johnson Audiology, Hanover, NH 2018 to present
Partner and Clinical Audiologist
- Perform diagnostic audiologic evaluations and provide treatment of hearing loss through hearing aids and other assistive technology
- Provide Compensation and Pension evaluations for United States veterans

Dartmouth College, Lebanon, NH 2014 to present
Research Audiologist, Space Medicine Innovations Laboratory
- Analyze audiologic and electrophysiologic data related to auditory processing in HIV+ and HIV- populations in Tanzania, China, Canada, Brazil, and the United States.
- Evaluate student athletes for concussion research as well as patients with neurocognitive disorders (e.g. Parkinson’s, Alzheimer’s, TBI). These studies involve performing and analyzing audiologic, electrophysiologic and auditory processing data.
- Measure cochlear changes via DPOAE mapping in normal hearing subjects, noise-exposed subjects, and patients receiving ototoxic treatment
- Provide professional consultation regarding the development of tablet-based hearing systems, which will provide access to hearing healthcare in underserved populations
- Train and oversee undergraduate and graduate students to perform hearing testing and data analysis
- Assist with protocol development and study design, as well as with writing and editing manuscripts
PROFESSIONAL AFFILIATIONS

American Academy of Audiology
Academy Scholar  2020 to present
Fellow  2009 to present

American Board of Audiology
Board certified audiologist  2010 to present

COMMUNITY INVOLVEMENT

Town of Hanover, NH
Planning Board, Alternate Planner  2021 to present
Election Official  2020 to present

Howe Library, Hanover, NH
Nominating Committee Chair  2022 to present
Nominating Committee Member  2020 to present
Corporation Member  2015 to present

Ford Sayre Alpine and Nordic Ski Program
Volunteer  2017 to present

Bernice A Ray Elementary School
Parent volunteer  2015 to present

Friends of Norris Cotton Cancer Center
Prouty Event Volunteer  2008 to present

Hampshire Cooperative Nursey School
Volunteer, Grant Writer  2014 – 2017

PUBLICATIONS


Chris A. Brooks, Odile H. Clavier, Abigail M. Fellows, Catherine C. Rieke, Christopher E. Niemczak, Jiang Gui, Nina J. Pryor, Hilary L. Gallagher, Sara A. Murphy, Sean R. Wise, Claire

Catherine C. Rieke 2


*This paper was nominated for the 2017 Ear and Hearing Editors' Award


Are you a Hanover resident? This includes homeowners, renters, and students if you vote or inter
Yes

In your own words, what is your interest in filling out this form today? Please be as descriptive as
answer in a word processor and paste it below, or write it directly below.
I have been attending the Sustainable Hanover meetings and would like to be more involved in the group.

Are you specifically interested in any of these particular groups or boards?
Sustainable Hanover

What skills, experiences, values, or ideas would you bring to the table? Please feel free to take this
question, or copy and paste it from a word processing program.
I value Hanover's commitment to sustainability and would like to help in any way I can.

How many hours PER MONTH do you anticipate (on average) being able to volunteer?
Under 5 hours

Do you have any scheduling or time constraints that may dictate what days, times, or locations you
volunteer? This might include work schedules, only being remote, etc.
I have some flexibility in my work as an audiologist and researcher, with only part-time commitment in the clinic work.
Q9
What makes Hanover and the Upper Valley special to you?

My husband and I moved to the Upper Valley from Missouri in 2008, and have lived in Hanover since 2013. We have six children. My "day job" is working as an audiologist, with a clinic in downtown Hanover (Johnson Audiology). I am also on the Buckey’s Space Medicine Innovations Lab at Dartmouth College. These positions provide flexible community endeavors such as volunteering at the schools, at the Howes Library, and on the Planning Board. This community is important to me. Though I spent the first 25 years of my life in midwestern cities (growing up in Kansas, undergraduate and graduate school in St. Louis), Hanover has become home. Our family spends our free time enjoying the resources the Upper Valley offers, in most seasons (though we'll forgive those sloppy weeks from mid-March to early April). We want our children to be able to offer the same appreciation of the natural world to their children and grandchildren as we have to ours. Though we strive to live sustainably within our home, I would like to be a part of the town-wide efforts to protect the fragility of the planet. Though we strive to live sustainably within our home, I would like to be a part of the town-wide efforts to protect the fragility of the planet. Though we strive to live sustainably within our home, I would like to be a part of the town-wide efforts to protect the fragility of the planet. Though we strive to live sustainably within our home, I would like to be a part of the town-wide efforts to protect the fragility of the planet.

Q10
Is there anything you’d like to add?

Respondent skipped this question

Q11
Please upload a cover letter, resume, examples of past work, or other documents that may be useful.

SustainableHanoverStatement.pdf (44.6KB)

Q12
You can use this spot to upload a second document, if needed.

CatherineRiekeCV2022_dec.docx (21.3KB)
Select Board  
Town of Hanover  
P.O. Box 483  
Hanover, NH 03755  

January 09, 2023  

Attention: Select Board  

RE: Seeking approval for lamp post and overhead banners for the annual CHaD HERO event.  

We are requesting approval to hang banners in town in September and October to help market and promote the 18th Annual CHaD HERO event on October 15, 2023. The CHaD HERO is the fundraising and athletic event benefitting Dartmouth Health Children's and the Children's Hospital at Dartmouth Hitchcock Medical Center (CHaD).

1.) Request to hang Lamp Post Banners along Main Street. CHaD requests permission to hang Pole Banners along the 10 poles on Main Street beginning Monday, September 18th through Monday October 16th, 2023. The banners will meet specifications as laid out by the Town, including grommets and wind venting. We will again work with the Town to hang the banners up and take them down following the event. Attached is a draft mock-up of the banner for review.

2.) Request to hang CHaD HERO banner over Main Street. CHaD requests permission to hang a CHaD HERO banner over Main Street beginning Sunday, October 8th through Sunday October 15th, 2023. The banner will meet specifications as laid out by the Town, including grommets and wind venting. We will again work with the Town to hang and take down.

Please let me know if you have any questions or need any further information to fulfill our request. I may be reached by email at kirsten.elin@hitchcock.org or by phone to (603) 646-5812. Thank you for your time and support of Dartmouth Health Children's premier fundraiser.

Kirsten Elin  
Fundraising Events Coordinator, CHaD  
Medical & Healthcare Advancement
CALLING ALL HEROES
Half Marathon - 5K Run or Walk - 1 Mile Fun Run

October 9, 2022

CHADHERO.ORG
January 17, 2023

Kerry Osgood
Town Manager’s Office
PO Box 483
Hanover, NH 03755

Dear Kerry:

The Conference and Events Office at the College would like to request a street banner hung across Main Street on the following days:

Monday, June 5 through Monday, June 12, 2023
Monday, October 16 – Monday, October 23, 2023

The mockups are below.

Please let me know if you have any questions.

Sincerely,

Dorothy Roy-Deyo
Event Coordinator
Reunions

Reunion: Welcome Home Alumni and Families
Homecoming: Dartmouth Homecoming