

1. Agenda

Documents:

[2023-09-18 SELECTBOARD CONSENT AGENDA .PDF](#)

1.1. Meeting Materials

Documents:

[2023-09-18 SELECTBOARD FRIDAY MAILING.PDF](#)



TOWN *of* HANOVER
NOTICE OF PUBLIC MEETING
SELECTBOARD

Monday, September 18, 2023 at 7:00 PM
Board Room, Municipal Building
41 South Main Street, Hanover, NH

AGENDA

This is a new agenda format based on Selectboard discussion/feedback. Please be mindful it is a work in progress!

1. Opening of Meeting – 1 Minute

- a. Call to Order

2. Public Hearing – 1 Minute

- a. None

3. Agenda Review – 3 Minutes

- a. Agenda Review

4. Announcements/recognition – 5 minutes

- a. None

5. Public Comment – 15 Minutes

- a. Public may address the Board

6. Business Requiring Discussion – 45 Minutes

- a. FY 24-25 Budget Timeline and Update
- b. Town committee/board organization, terms, and membership
- c. Allen Street Block Party and Use
- d. Town Hall Office Space Questions

7. Business Requiring Action – 10 Minutes

- 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
 - ii. Appointments

- 1. Appointment of new Deputy EMDs:

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

8. Reports and Communications – 25 Minutes

- a. Town Manager Report
- b. Selectboard and Committee Reports

9. Nonpublic Session – 20 Minutes

- a. Move into Nonpublic Session
- b. Discussion pursuant to RSA 91-A:3 II (A) (B) (D) (L)

Hearing enhancement equipment is available for use by the public.



TOWN *of* HANOVER
NOTICE OF PUBLIC MEETING
SELECTBOARD

Monday, September 18, 2023 at 7:00 PM
Board Room, Municipal Building
41 South Main Street, Hanover, NH

AGENDA

This is a new agenda format based on Selectboard discussion/feedback. Please be mindful it is a work in progress!

1. Opening of Meeting – 1 Minute

- a. Call to Order

2. Public Hearing – 1 Minute

- a. None

3. Agenda Review – 3 Minutes

- a. Agenda Review

4. Announcements/recognition – 5 minutes

- a. None

5. Public Comment – 15 Minutes

- a. Public may address the Board

6. Business Requiring Discussion – 45 Minutes

- a. FY 24-25 Budget Timeline and Update
- b. Town committee/board organization, terms, and membership
- c. Allen Street Block Party and Use
- d. Town Hall Office Space Questions

7. Business Requiring Action – 10 Minutes

- 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
 - ii. Appointments

- 1. Appointment of new Deputy EMDs:

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

8. Reports and Communications – 25 Minutes

- a. Town Manager Report
- b. Selectboard and Committee Reports

9. Nonpublic Session – 20 Minutes

- a. Move into Nonpublic Session
- b. Discussion pursuant to RSA 91-A:3 II (A) (B) (D) (L)

Hearing enhancement equipment is available for use by the public.

Selectboard Town Manager Report | September 18, 2023

Below please find the summary of the agenda items.

Table of contents

Agenda Items

Item #6: Business Requiring Discussion | Action Requested

Item #7: Business Requiring Action | Action Requested

Town Manager Administrative Updates

NEW Upcoming events

Human Resources/staffing

Budget/Finance

Downtown Hanover

Housing

Other updates:

Agenda Items

Item #6: Business Requiring Discussion | Action Requested

6a. FY 24-25 Budget Update

We'll discuss slightly more concrete timeline thinking at this point, the Selectboard goal-setting workshop, and a few other preliminary details regarding the budget. See attached memo.

6b. Town committee/board organization, terms, and memberships. We are 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 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.

6c. Allen Street Block Party and Use. Please see Town Manager report for more information about a recap from the event. But we wanted to have a broader 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.

6d. Town Hall Office Space Questions. We are having a *major* crunch in Town Hall with several new FT 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 before.

Item #7: Business Requiring Action | Action Requested

- 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 –New Deputy Emergency Management Directors

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

Town Manager Administrative Updates

NEW Upcoming events

- **The new Dartmouth College President will be inaugurated** into office on September 22nd. You can find more information about that here, which has several opportunities for the public to join and enjoy the events: <https://home.dartmouth.edu/news/2023/05/inauguration-sian-leah-beilock-set-sept-22>. We are excited to welcome Sian “officially,” though we have been meeting and working with her and her staff regularly since earlier this year.
- **October Halloween event.** Our new Allen Street series, Hanover Parks and Rec is hosting a weekend of Halloween activities on October 27th and 28th. Allen Street will be closed to vehicles, and there will be a trick or treat type set of events on Friday and costume contest/party on

Saturday. There will be outdoor food, drink, music and other activities as well. More information will be out in October, but mark your calendars now!

- **Annual Childhood Cancer Awareness Event.** HPD will be hosting a touch-a-truck event on September 30th from 11:00am to 1:00pm at the Ray School on Reservoir Road to help raise awareness for childhood cancer initiatives that are described in more detail below.

Human Resources/staffing

- **Numbers:** We don't have monthly onboarding/offboarding numbers in time for this report.
- **Retention/Recruitment Study:** We are in the final stages of our study. We are beginning to review preliminary market data, reconcile feedback that we've gotten throughout the prior months, and work with our consultants to begin to prepare options and ideas that in the next few months we'll be working on with department heads, unions, and the Selectboard. We've gotten amazing ideas from our staff, and it's going to be a *huge* lift for our staff to work through all of this in the next few months. To assist with that coordination, we're beginning regularly scheduled meetings of all of the HR, finance and Town Manager staff, ensuring that during this period of increased workload, everyone is working tightly in sync as we look at how to update how being an employee in Hanover works.
- **Fire Chief search.** We will be posting our job ad to internal candidates on September 25th, and then to External candidates on October 2nd, and will start interviewing on a rolling basis, probably starting in November. We expect the search to take approximately 3-5 months in total. We will be posting in various professional association websites and elsewhere, and are doing the search internally (versus hiring a firm). I'll share the job posting when we have posted it.
 - o In the meantime, Hanover Police Sergeant Matt Ufford produced a recruitment video that I will show you all Monday night. The video is part of new initiatives to better highlight employment opportunities and show how special and unique of a community this is to work in, as well as finding ways for staff in different departments to work together. Matt Ufford has a particular eye and passion for film, and we thank Sergeant Seorsese Ufford for helping with this on short notice, and helping highlight so many of the great people and attributes of our Fire Department.
 - o
- **Other:**
 - o Other open jobs as of: Find all job postings at hanovernh.org/employment.

Budget/Finance

Please see attached memo.

Downtown Hanover

Allen Street. We'll talk more about under discussion. But we had great feedback from our Allen Street Block Party from business owners, who are largely excited and enthusiastic about more ways that the Town can host events like this and make better use of the spaces we do have in the downtown. Major thanks to Hanover Parks and Rec for organizing this, and the UVBA, Downtown Hanover, and Still North and Sawtooth for participating, as well as Hanover Fire and DPW for helping setup. Here are a couple photos from it, we had several hundred attendees in total throughout the weekend – on short notice and with iffy weather!

We had sixteen surveys filled out about the event and they were overwhelming positive with many residents and community members asking for more events like this, for Allen Street to be closed permanently, and who loved the event.



Dartmouth Collaboration. We had our first Scavenger hunt on September 10th, where downtown businesses were made part of orientation activities for new students, and that brought hundreds of students to different businesses throughout the downtown. We hope that this is the first of many years of introducing new students to the downtown as soon as they land in the area!

Public spaces. We'll discuss this along with Allen Street, but a major initiative has been creating more public spaces in the downtown. We've added some new seating in front of Town Hall (thanks in park to John Pepper/Boloco) and will be continuing to add more. Feedback is welcome!

We have a number of other initiatives that we have been working on, and are starting to shift into conversations about how to sustain the incredible participation and momentum we've built in the last year.

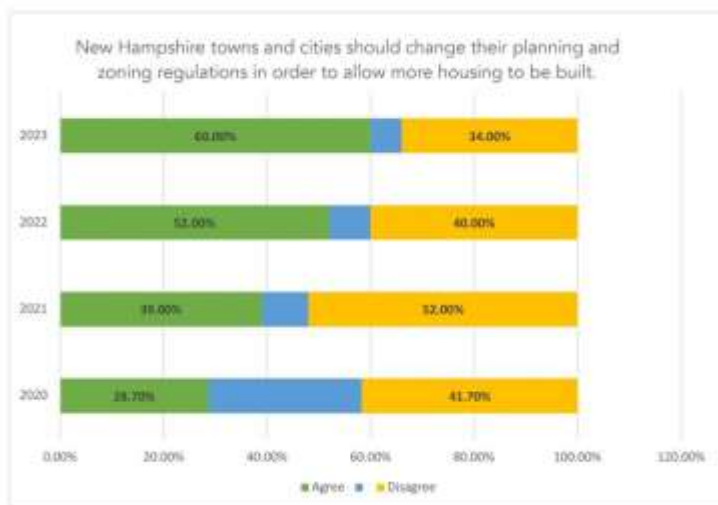
Housing

Mink Brook Community Workforce Housing Project. We are continuing to have preliminary discussion of the terms for the Mink Brook Community Workforce Housing Project as per Town Meeting. Most of this is in legal/nonpublic discussion currently. We expect that the conversation will move to public session as soon as legal advises us is appropriate to do so, in the next 1-2 months.

We also will be discussing in an upcoming meeting the Mink Brook Forest Management Plan that the Conservation Commission has created through an intensive public process several years back. This will enable the Selectboard to see a summary of the plan (The whole plan is over 400 pages), and ask questions to ensure that the conservation aspect of the project (overseen by the Conservation Commission) is in line with the housing aspect (overseen by the Selectboard).

Rental Housing Registration. We are making final tweaks to the registration portal and will hopefully have that live for property owners within a couple weeks. We are interviewing candidates for the Rental Housing Inspector.

Zoning and public opinion. I wanted to call your attention to an interesting report that came out recently that shows that public opinion in New Hampshire has *drastically* shifted in the last few years related to support for zoning changes that enable increasing the availability and affordability of housing. These changes are likely the result of the continued and significant adverse impacts that the housing issues in our region and NH are having on our economies, politics, and communities. Is this the death of NIMBY-ism? We can only hope! But it's certainly a step in the right direction. You can read the full study here: <https://www.anselm.edu/about/offices-centers-institutes/centers-institutes/center-ethics-society/programs/public-programs/housing-we-need/annual-statewide-survey-voter-attitudes-affordable-housing> and <https://www.nhpr.org/nh-news/2023-08-25/survey-says-affordable-housing-measures-are-gaining-popularity-across-nh>



Other updates:

- **Hanover Police's Annual Childhood Cancer Awareness Month Campaign.** September is Childhood Cancer Awareness month and Hanover Police are ready to launch their annual campaign to promote awareness of Childhood Cancer.

In 2021 HPD learned of a young girl in the Hanover community that had been diagnosed with leukemia. This sparked an outreach effort that has since blossomed into an annual campaign for Childhood Cancer Awareness Month. The mission of the campaign is to bring awareness to the prevalence of the disease, those working to find a cure and the kids fighting for their lives. One of the mottos of the national program is "No one fights alone," and our officers are enthusiastic about the opportunity to do a little extra for kids in our community.

Advocates have stated the most effective strategy is to raise awareness at the community level, encourage donations and volunteerism. For HPD's part, officers will be wearing a gold ribbon lapel pin and will be provided with information about how people can help. Cruisers will be outfitted with gold ribbon magnets. At the agency level, HPD will be hosting a touch-a-truck event on September 30th from 11:00am to 1:00pm at the Ray School on Reservoir Road. Additionally, HPD employees and other employees in Hanover will be participating in the September blood drive through the Blood Donor Program at Dartmouth Health.

- **Parking.** We are looking into some questions about parking updates and changes which we'll have more about for our October meetings – no new changes are being proposed in the meantime and until we can have a deeper discussion
- **Traffic Safety.** Staff held Q3 Traffic Safety Working Group meeting this past week, and we'll have a detailed report and updates for the October meetings
- **ICMA Conference.** A reminder that I will be in Austin, Texas for five days at the end of the month at the ICMA Annual Conference, and doing so selected as one of two Town Managers representing New Hampshire towns in a special session on innovation with municipal organizations. Honored to represent Hanover in that setting!

🎧 **Check out the new AUGUST 2023 episodes of our Town podcast, Hanover Happenings** 🎧

In our August summary (22m), we provide a few updates from August's Selectboard meeting, including updates on new budget timeline and processes, such as new goal-setting and capital planning; HR and staffing updates; traffic safety and parking updates; and our first ever Allen Street Block Party! Find more at hanovernh.org.

Volunteer Spotlight: I sit down with Susan Edwards, long-time Hanover resident and volunteer with the Hanover Garden Club and Sustainable Hanover. We previewed the Community Yard Sale, but also covered a wide range of topics including why gardening is such a good hobby if you haven't picked it up yet.

Community Spotlight: I talk with Associate Professor of Business Administration Adam Kleinbaum from Dartmouth's Tuck Business School. Adam and colleagues have recently completed a study where they used fMRI technology to measure brain activity of people as they have conversations and build consensus (or don't), and there are some fascinating implications and reflections for leadership and decision-making that their work brings to light.

You can search for "[Hanover Happenings](#)" on Spotify, Apple, Stitcher, or wherever you 'cast!

Prior month - August Updates

NEW Upcoming events

New event: Join us on Friday August 25th and Saturday August 26th for our first Allen Street Block Party!

Allen Street will be closed to vehicular traffic (partially as a demonstration project for the more permanent use of this space as a pedestrian plaza), and we'll have a stage setup for music Friday night and on Saturday, a magician and various games and other events.....

The 12th Annual Town of Hanover/Dartmouth College Community Yard Sale promotes the ongoing adoption of the three "Rs" – renew, reuse and recycle. Saturday September 2nd from 10am -2pm Lower Dewey Field Parking Lot (37 Dewey Road).

HR/Staffing

- **Numbers:** We have had six new employees start employment, and twelve leave (nine of those were seasonal positions ending). Welcome Matthew, Riley, Dakota, and William to DPW highway's division and wastewater, as well as Kim to Howe Library, and Dana to Fire!
- **Retention and Recruitment Study:** We are in month four of our study, and still going strong. Employees are bringing constructive criticism and wonderful ideas to our meetings. We have two more months left before we start organizing all of the information and begin to discuss new plans and policies for the years ahead!
- **Senior Assistant Clerk/Deputy Director of Administrative Services:** We are currently interviewing candidates who have applied for this position, and hope to have a final candidate identified by the end of August or early September.
- **Fire Department Update:** Fire Chief Marty McMillan is retiring from the Hanover Fire Department. His official retirement date is April 1st 2024, but he is on vacation until then. Deputy Chief Mike Gilbert is in charge of the department as the Acting Chief as of August 4th, until a permanent replacement is found, which will be through a search open to internal and external candidates. We thank Chief McMillan for his service to the community and wish him well in his retirement.

Also, I just wanted to pull a snippet from Daybreak a few weeks back about a great shared service a few towns nearby in Vermont are trying, but with illustrates the challenge with staffing right now:

[Faced with hiring pains, Windsor, Weathersfield, and Bellows Falls decide to share employees.](#) Two of them, to be precise: a planning director and a zoning administrator. Halima Abuayyash just came on board in the first role, reports Liz Sauchelli in the *Valley News*, and Ryan Gumbart will soon take on the second. The challenge, Sauchelli writes, is that, as

Weathersfield's town manager puts it, "Vermont municipalities are so small that you can't justify a full-time position for certain positions"—but it's become near-impossible to find qualified employees willing to take on or stick with part-time jobs.

Traffic Safety Updates

From our last meeting and feedback on the items we discussed, there are a few updates:

1. **For the Dunster/Wyeth Crosswalk.**

- a. **Budget.** Working with Public Works, we have identified \$28,000 in the FY23-24 budget that could be swapped for expediting the installation of a crosswalk at this location (pending additional steps and NHDOT approval). This is the entire budget for sidewalk repairs for FY23-24, so we would be unable to do any significant sidewalk repairs this year, though we could still asphalt patch a couple of the highest safety priorities. The cost needed for the crosswalk is up to approximately \$30,000.
 - i. We are only comfortable recommending this solution because staff are proposing to bond for the amount needed to reconstruct the entirety of Main Street road/sidewalk in FY24-25. If we were not planning to do that, we would be hesitant to suggest this plan, as it would only push the expense of doing needed repairs for some of our crumbling sidewalk sections into the following year, and we typically are not advocates of “kicking the can down the road” (or sidewalk).
 - b. Ped counts. We’d like to know if the RPC has the ability to provide any pedestrian count assistance for September if Jennie (our rep) can reach out to them and help update us.
2. **Crosswalk policy proposed update.** After discussing internally, we are recommending that we update our policy regarding crosswalk treatments with:
 - a. In Section 2.2.1 Criteria for Installation. Add:
 - i. Any neighborhood with 10 or more residential units whose road intersects a street with a sidewalk that requests a pedestrian connection, and does not currently have one, shall be provided one at a safe location.
 - ii. The full policy as-is is attached.
3. **Lowering speed limit on Lyme Road.** We are requesting a public hearing on 9/11 Selectboard meeting to lower the speed limit from 30 mph to 25mph and the school zone limit from 20 mph to 15 mph
4. **Etna Road.** Based on additional speed monitoring, we feel as though one of the options to consider is placing a speed feedback sign at one or key areas. Looking for any initial feedback. It does not appear we have any money budgeted for that in FY 23-24, so we would need outside funds or to wait until FY 24-25.
5. **Lyme Road:**
 - a. We are able to move the centerline over to slightly to help widen the northbound bike lane
 - b. The merge lane will be improved to the traffic circle and made 100 feet out

Parking Updates

Starting October 1st we have a few changes we’re planning to roll out to make parking in Hanover more convenient:

- We’re going to make garage parking free on Saturdays. Currently it is free on Sundays, and self-enforced on Saturdays. By making it free on Saturdays, it’s only a small revenue loss for the Parking Fund, but provides much expanded place for employees of businesses or visitors. We also hope it encourages people to park in the garage and walk, especially if they are staying for a longer time, rather than parking in a street meter space, for example.
- We’re going to convert the Bank of America Fleet Deck lot back to 10 hours, from the current three hours. This has a big benefit to downtown businesses as well as people visiting for longer term in the downtown. Again, we want to encourage people to stay for longer periods of time, but not to use spaces that we want for higher turnover closer to businesses.

Both of these updates are part of ongoing conversations we’re having internally with our Parking Division staff on ways to enhance how parking systems or policies might work in town. We appreciate our staff’s commitment to these goals and their creative ideas on how we can make parking in Hanover more convenient for all!

Budget discussion, goal-setting, Selectboard retreat, and fall dates

Please see attached memo.

Housing & Planning

- **Mink Brook Community Workforce Housing update.** We finished and included in the packet and have placed on our website what we hope is a detailed FAQ outlining some of the history of this project, status, next steps, and questions that we've received from members of the public.

Downtown Hanover

- We are excited to be starting the event series identified above
- We are continuing our monthly meetings, working on public art, events, integrating with orientation at Dartmouth, new marketing campaigns, and a whole lot more.
- We have also completed the installation of a dozen new pole banners around town that will help us have space to advertise downtown related messaging. Thanks to Hanover Parks and Rec for working on getting these up at a dozen new spots around town!



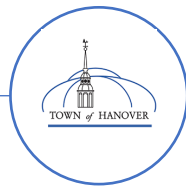
Other updates:

- I've begun my **ICMA High Performance Leadership Academy**, working with my breakout group of municipal managers and senior leaders from across the country, part of a group of a few hundred working through the three month program.



- **Dartmouth Civics Association**, a student group on campus, hosted a meet and greet with some student leaders and Town staff and officials, and we had over 50 employees and volunteers come out to talk with each other and meet some of the student and college representatives that were there. Thanks to the students for organizing this great, what we hope will be an annual tradition!





ALEX TORPEY
TOWN MANAGER

Town of Hanover
OFFICE OF THE TOWN MANAGER

603.643.0701
ALEX.TORPEY@HANOVERNH.ORG

2024-2025 Budget Update for September 18th Selectboard

I wanted to provide a brief overview of the discussion for Monday night ahead of the meeting. We'll have more information prepared for a more detailed discussion at the 10/23 Selectboard meeting, this is just formalizing a quick timeline overview.

Internal and Selectboard Preliminary Budget Discussions <i>For example, review of last year, internal discussion on timing of audit and other financial processes, anticipated high-level process goals</i>	August/September 2023
CIPC organizational meeting	September 2023
Collective Bargaining Units initial meeting	September 2023
Completion of Recruitment and Retention Study	October/November 2023
Selectboard priority setting workshop	October 18 th 2023
Department Head priority reviews	October 19 th 2023
First formal budget checkin <i>Discussion of Selectboard priorities, ARPA, CIPC, tax rate, and potential high-level forecasting</i>	October 23 rd 2023 Selectboard Meeting
Departments submit FY24-25 requests for operating & capital	End of October – November 2023
Compensation and R&R proposals discussed and evaluated <i>Discussion among key stakeholders, including department heads, staff, CBUs, and Selectboard</i>	November – December 2023
CIPC reviews/discussion	November 2023 – January 2024
Internal review and discussion and budget preparation	December 2022 – January 2024
Materials made available to Finance Committee, Selectboard, and public	5 – 10 days prior to meeting date
Draft budget discussions <i>Includes department budget presentations, feedback and discussion</i>	February 2024
Additional review and revisions	Late February 2024
Selectboard final budget review and approval	March 2024
Preparation and distribution of materials for Town Meeting	April – May 2024
Town Meeting	May 14 th
Post-Town meeting budget implementation and FY beginning	July 1 st