

Selectboard  
February 6, 2023  
DRAFT

**SELECTBOARD MEETING**  
**February 6, 2023**  
**7:30 P.M. - MUNICIPAL OFFICE BUILDING - HANOVER, NH**

The meeting of the Selectboard was called to order at 7:30p.m. by Chair Peter Christie. Also present were: Vice Chair Rassias, Bill Geraghty, Selectboard Member, Joanna Whitcomb, Selectboard Member, Nancy Carter, Selectboard Member, Alex Torpey, Town Manager  
Absent: None

**1. Public Comment**

None

**2. Public Hearing 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**

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.

Action Requested: Town Staff recommends accepting the unanticipated funds in the amount of \$140,244.37.

Public Hearing opened  
There was no public comment  
Public Hearing closed

**At 7:31pm, Chair Christie MOVED 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. Vice Chair Rassias SECONDED the Motion. All in favor**

**3. Recommendation to Set Public Hearing on Monday, February 27, 2023 to Accept Unanticipated Funds from the State of New Hampshire in the amount of \$219,869.96 representing a one-time bridge payment from additional highway and bridge funds**

The additional highway and bridge funds are one-time, unanticipated revenue outside the budget from the State of New Hampshire. As these funds are unanticipated, a Public Hearing must be held.

Action Requested: Town Staff recommends setting a Public Hearing on Monday, February 27, 2023 to accept these funds.

Selectboard Whitcomb asked if this money can help us with the bond.  
DPW Director Pete Kulbacki clarified the money can only be spent on unplanned/unbudgeted items.

**At 7:34 pm, Chair Christie MOVED to set a Public Hearing on Monday, February 27, 2023 to accept Unanticipated Funds from the State of New Hampshire in the amount of \$219,869.96 representing a one-time bridge payment from additional highway and bridge funds. Selectboard Member Geraghty SECONDED the Motion. All in favor**

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**4. Recommendation to Set Public Hearing on Monday, February 27, 2023 to Accept Unanticipated Funds from the Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant in the amount of \$50,000 to complete a service line inventory and replacement plan and to Authorize Town Manager to execute all necessary documents**

The Public Works staff has applied for a grant in the amount of \$50,000 to complete a service line inventory and formulate a replacement plan. As these funds are unanticipated, a Public Hearing must be held.

Action Requested: Town Staff recommends setting a Public Hearing on Monday, February 27, 2023 to accept these funds.

DPW Director Pete Kulbacki addressed the item to the board.

**At 7:36 pm, Chair Christie MOVED to Set Public Hearing on Monday, February 27, 2023 to Accept Unanticipated Funds from the Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant in the amount of \$50,000 to complete a service line inventory and replacement plan and to Authorize Town Manager to execute all necessary documents. Selectboard Member Carter SECONDED the Motion. Vote: All in favor**

**5. Recommendation to Set Public Hearing on Monday, February 27, 2023 to Accept Unanticipated Funds from ARPA Asset Management Program (AMP) Grant Fund in the amount of \$90,000 (\$30,000 under the stormwater category and \$60,000 under the wastewater category) to develop stormwater and wastewater asset management plans and to Authorize Town Manager to execute all necessary documents**

The Public Works staff has applied for two NHDES asset management grants totaling \$90,000.00, one under the stormwater category for \$30,000 and one under the wastewater category for \$60,000. As these funds are unanticipated, a Public Hearing must be held.

Action Requested: Town Staff recommends setting a Public Hearing on Monday, February 27, 2023 to accept these funds.

DPW Director Pete Kulbacki addressed the item to the board.

**At 7:38 pm, Chair Christie MOVED to Set Public Hearing on Monday, February 27, 2023 to Accept Unanticipated Funds from ARPA Asset Management Program (AMP) Grant Fund in the amount of \$90,000 (\$30,000 under the stormwater category and \$60,000 under the wastewater category) to develop stormwater and wastewater asset management plans and to Authorize Town Manager to execute all necessary documents.**

**Selectboard Member Whitcomb SECONDED the Motion. All in favor**

**6. Presentation by Sustainable Hanover Committee of Hanover Community Power**

Sustainable Hanover co-chairs Judi Colla and Yolanda Baumgartner presented an update on the launch of the Hanover Community Power program as we lead up to the launch date in April including:

- Timeline
- Location of information

Board members asked questions:

Selectboard Member Whitcomb asked if there's anything Selectboard can do to assist the committee in receiving information from utilities.

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Not at this time.

Launch date clarification:

The letter will go out February 27 to all residents informing them of this opportunity and allowing them to opt in or out. Each individual's switch date will be determined by their next meter date following their opt-in after April 3.

Cost:

The default selection option (of the 4 options) will be (must be per signed documents) less than the standard rate.

Public comment

Kari Asmus remembered at Town Meeting last year it was presented that any administrative costs the Town incurs would be included in the rate. Is that the case?

Understood that the initial default rate is lower than the standard rate, but if that changes, will there be any check-ins to confirm the default rate remains lower than the standard?

Judi Colla addressed public comment:

CPCNH will review the rates every six months to continue to beat standard rates.

Admin costs are not to be borne by the town, but by ratepayers. They will be incorporated into the 4 options available. They will be paid in relation to the amount of the electricity each customer consumes.

## **7. Discussion of Anticipated 2023 Town Meeting Warrant Articles**

As we begin to gear up for Town Meeting, Mr. Torpey wanted to confirm some of the warrant articles that have been discussed in the past, as well as which have been discussed by staff, and make sure all parties are on the same page about what items the Selectboard should prepare for Town Meeting.

Currently, we have in the queue:

1. Everything budget related (including collective bargaining agreements, etc)
2. Two warrant articles for bonds related to Water and Wastewater
  - DPW Director Pete Kulbacki addressed the items to give background information to the board
  - Dollar amounts, timeframes and project details were clarified
  - Public comment
    - Kari Asmus, Finance Committee Chair, available undesignated fund balance for wastewater could lower the bond payback and the impact for the rate payer.
    - Lebanon rate payers will carry some of the total cost- not just Hanover
3. Rental Housing Inspection Ordinance
  - Selectboard Member Whitcomb clarified that the Selectboard approved this item and then learned that it should be approved by Town Meeting, so this is not a new issue for the board
  - Clarified details of the process for this item at Town Meeting: discussed at evening meeting; amendments allowed by the residents from the floor? The board will look into those details.
4. Leash law
  - Town Manager read from a memo
    - Legal items: various locations and types of pets and rules for them
  - The board commented on all the work that Mr. Torpey has put into this item and gave opinions on the item
  - Town legal opinion is it's ok to move ahead as Selectboard- not through Town Meeting
  - Public Comment

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- David Dostal has come to speak on this issue before and appreciates Mr. Torpey's clarifications of the laws. He appreciates that if someone is uncomfortable, they can just ask for the dog to be leashed.
- Chair Christie summarized that the board is in favor of moving forward with Mr. Torpey's suggestions, rather than bring this item to Town Meeting to vote on

### 5. Mink Brook Community Forest

- Town Manager gave background information on the item
- Board members discussed the type of development going in and the amount of land available for it.
- Public Comment
  - Kari Asmus noted this type of topic can end up being a hot discussion topic at Town Meeting. Good to get the information out to the public in advance.
    - Taking away the parking lot- where will it go?
  - Is special exception needed by ZBA for the extra density
    - Explain the process to the public

6. RSA 41:14, allowing the Selectboard to purchase/sell property and RSA 80:80, related to the prior, but applying to tax deeded property

### 7. Two warrant articles for Veterans Tax Credits

- New state law requires Town to re-confirm their Veteran tax credit amount this year or it will revert to \$50
- Chair Christie asked the board if this is an opportunity to revisit the amount Hanover voted on for the credit (\$500). It is not a need-based credit and the total budget affect is \$56,500. The board will consider this and talk about their opinions about the amount of the credit at a future meeting.

8. One correcting an error in the prior year's warrant about land use change revenues

### 9. Purchase of a new fire engine

- Fire Chief has priced it out and we can lock in the purchase at this year's price and start paying and get the equipment in a few years
- Public Comment
  - Kari Asmus noted this Engine is in the CIP and doesn't have to be its own warrant article. Just vote to withdraw the funds and use it within five years.

## 8. Update and Discussion on Budget Presentations

Mr. Torpey noted staff is working diligently to prepare materials for the budget presentations that will take place February 27th, 28th and March 1st.

Simplistically, this work consists of two different components – working on the internal accounting (doing the actual budget) and preparing the materials to effectively and transparently communicate said budget to the Selectboard, Finance Committee, and public.

Although we talked about some high-level points regarding the budget itself in the prior meeting, I'd like to make sure we check in on the format and presentation of the budget.

In the last six months as I have met and solicited feedback from various local stakeholders in the community, one message is clear – people would like more information, including about the budget, in a more accessible format that helps highlight key areas of information, especially for those who may not have engaged in it previously. People would also still like detailed backup materials. And there is an overall interest in the budget information being more clear or easy to follow (which in part are issues related to internal accounting, and in part issues related to the format it's presented).

Instead of the traditional "budget binder" we will providing a detailed set of slides that contain all of the information that is being presented this year. These slides will contain the most important information, and highlight areas that people need to be aware of, including some of the key challenges organization-wide, forecasts for the future, policy

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implications, and highlights of key changes in operating and capital expenses anticipated for next year. As a backup to that, we will be including a comprehensive spreadsheet, likely in a Microsoft Excel format, to the Board, Finance Committee, and public, that shows the account level detail – the same document that we’re using to coordinate and plan the budget, with several years of historic data, as well as what’s being proposed this year.

We still have many changes to make with how our funds are accounted for to make sure it’s as transparent and easily followed as possible, but at least in the meantime, we can make the entire spreadsheet available as a detailed backup behind more concise and easier to follow highlights presented in the slides.

At this point I would be interested in any feedback, questions or concerns before we continue to wrap up the materials in preparation for our presentations in a few weeks.

The board had no feedback or questions at this time.

### **9. Banner Request – Dartmouth College – Black Legacy Month**

Dartmouth College’s Black Legacy Month Planning Committee has made a request to hang an overhead banner from February 19, 2023 to February 26, 2023 promoting Black Legacy Month. Staff can accommodate this request.

Action Requested: Approve the Dartmouth College request for an overhead banner from February 19, 2023 to February 26, 2023 for Black Legacy Month.

**At 9:27pm, Vice Chair Rassias MOVED to approve the banner requests. Selectboard Member Geraghty SECONDED the Motion. All in favor**

### **10. Donations – Etna Library**

The Etna Library has received a donation from Eric and Susan Shirley in the amount of \$125.00.

Action Requested: Accept the donation to the Etna Library in the amount of \$125.00 from Eric and Susan Shirley.

**At 9:27pm, Selectboard Member Whitcomb MOVED to Accept the donation to the Etna Library. Vice Chair Rassias SECONDED the Motion. All in favor**

### **11. Approval of Minutes – January 23, 2023**

**At 9:30pm, Selectboard Member Whitcomb MOVED to approve the minutes of January 23, 2023 as amended. Selectboard Member Geraghty SECONDED the Motion. All in favor**

### **12. Administrative Reports**

A. Torpey gave his administrative report:

- Announced new Human Resources Director: Katie Williams
  - She introduced herself to the board
- January Hanover Happenings newsletter and podcast

### **13. Selectboard Reports**

**Selectboard Member Joanna Whitcomb**

Bike Walk master plan is nearly complete and will be available soon. Sustainable master plan committee will meet on 2/14 and the public is welcome.

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**Selectboard Member Nancy Carter**

Selectboard Member Carter had nothing to report.

**Chair Peter Christie**

Chair Peter Christie had nothing to report.

**Vice Chair Athos Rassias**

Vice Chair Rassias had nothing to report.

**Selectboard Member Bill Geraghty**

Selectboard Member Geraghty had nothing to report.

**14. Other Business**

None

**15. Adjournment**

Per NH RSA 91-A:3- a, b, c, d and l, the Selectboard needed to attend a non-public session. At 9:37pm, the board took a roll call vote to enter the non-public session.

**Roll call vote: J. Whitcomb-yes, N. Carter-yes, P. Christie-yes, B. Geraghty-yes, A. Rassias-yes**

The board entered non-public session at 9:37pm.

Respectfully Submitted,

Jessica Marchant

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**SUMMARY**

**Item 2**

At 7:31pm, Chair Christie **MOVED** 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. Vice Chair Rassias **SECONDED** the Motion. All in favor

**Item 3**

At 7:34 pm, Chair Christie **MOVED** to set a Public Hearing on Monday, February 27, 2023 to accept Unanticipated Funds from the State of New Hampshire in the amount of \$219,869.96 representing a one-time bridge payment from additional highway and bridge funds. Selectboard Member Geraghty **SECONDED** the Motion. All in favor

**Item 4**

At 7:36 pm, Chair Christie **MOVED** to Set Public Hearing on Monday, February 27, 2023 to Accept Unanticipated Funds from the Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant in the amount of \$50,000 to complete a service line inventory and replacement plan and to Authorize Town Manager to execute all necessary documents. Selectboard Member Carter **SECONDED** the Motion. Vote: All in favor

**Item 5**

At 7:38 pm, Chair Christie **MOVED** to Set Public Hearing on Monday, February 27, 2023 to Accept Unanticipated Funds from ARPA Asset Management Program (AMP) Grant Fund in the amount of \$90,000 (\$30,000 under the stormwater category and \$60,000 under the wastewater category) to develop stormwater and wastewater asset management plans and to Authorize Town Manager to execute all necessary documents. Selectboard Member Whitcomb **SECONDED** the Motion. All in favor

**Item 9**

At 9:27pm, Vice Chair Rassias **MOVED** to approve the banner requests. Selectboard Member Geraghty **SECONDED** the Motion. All in favor

**Item 10**

At 9:27pm, Selectboard Member Whitcomb **MOVED** to Accept the donation to the Etna Library. Vice Chair Rassias **SECONDED** the Motion. All in favor

**Item 11**

At 9:30pm, Selectboard Member Whitcomb **MOVED** to approve the minutes of January 23, 2023 as amended. Selectboard Member Geraghty **SECONDED** the Motion. All in favor

**Item 15**

Per NH RSA 91-A:3- a, b, c, d and l, the Selectboard needed to attend a non-public session. At 9:37pm, the board took a roll call vote to enter the non-public session.

**Roll call vote: J. Whitcomb-yes, N. Carter-yes, P. Christie-yes, B. Geraghty-yes, A. Rassias-yes**

The board entered non-public session at 9:37pm.