

# TOWN *of* HANOVER

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## NOTICE OF PUBLIC MEETING SELECTBOARD

**Monday, April 7, 2025, at 7:00 PM  
Board Room, Municipal Building  
41 South Main Street, Hanover, NH**

### **AGENDA**

- 1. Opening of Meeting - 1 Minute**
  - a. Call to Order
- 2. Agenda Review – 3 Minutes**
  - a. Agenda Review
- 3. Public Comment – 15 Minutes**
  - a. Public may address the Board
- 4. Public Hearing – 60 Minutes**
  - a. Pre-Town Meeting Public Hearing including approval of Town Warrant
  - b. Proposed South Main and West Wheelock TIF District Warrant
- 5. Announcements/Recognition 0 Minutes**
- 6. Business Requiring Discussion – 15 Minutes**
- 7. Town Manager Monthly Report – 10 Minutes**
  - a. Town Manager Report
- 8. Business Requiring Action – 15 Minutes**
  - a. Approval of authorization request for allocation of NHSAVES rebate to complete ornamental LED streetlight replacements
  - b. Approval of March 24, 2025, Selectboard Minutes
  - c. Approval of Items i to ii by Consent
    - i. Donation – Etna Library
    - ii. Banner Requests – Pods for the Pulpit Crafts Fair
- 9. Selectboard Reports – 15 Minutes**
- 10. Adjournment – 1 Minute**
- 11. Nonpublic Session – 20 Minutes**

a. Move into Nonpublic Session

b. Discussion pursuant to RSA 91:1:3 II (A)(B)(D)(E)(L)

*Hearing enhancement equipment is available for use by the public.*

# **WARRANT FOR THE ANNUAL TOWN MEETING**

GRAFTON, SS'

TOWN OF HANOVER

TO THE INHABITANTS OF THE TOWN OF HANOVER, NEW HAMPSHIRE, who are qualified to vote in Town affairs:

TAKE NOTICE AND BE WARNED, that the Annual Town Meeting of the Town of Hanover, New Hampshire, will be held as follows:

ON **TUESDAY, MAY 13, 2025**, IN THE GYMNASIUM OF HANOVER HIGH SCHOOL, 41 LEBANON STREET, HANOVER, NH, THERE WILL BE VOTING BY OFFICIAL BALLOT FOR THE ELECTION OF TOWN OFFICERS AND ALL OTHER ARTICLES REQUIRING VOTE BY OFFICIAL BALLOT. **THE POLLS WILL OPEN AT 7:00 AM AND CLOSE AT 7:00 PM.**

ARTICLES FIVE THROUGH TWENTY-ONE WILL BE PRESENTED, DISCUSSED, AND ACTED UPON BEGINNING AT 7:00 PM IN THE GYMNASIUM OF HANOVER HIGH SCHOOL, 41 LEBANON STREET, HANOVER, NH.

## **OFFICIAL BALLOT**

**All-Day Voting 7:00 a.m. - 7:00 p.m.**

Absentee Ballots Available for Qualifying Voters

**ARTICLE ONE:** To vote (by nonpartisan ballot) for the following Town Officers:

- One Selectboard Member to serve for a term of three (3) years.
- One Etna Library Trustee to serve for a term of three (3) years.
- One Trustee of Trust Funds to serve for a term of three (3) years.
- One Supervisor of the Checklist to serve for a term of six (6) years.
- One Town Clerk to serve for a term of three (3) years.
- One Cemetery Trustee to serve for a term of three (3) years.

**ARTICLE TWO:** (to vote by ballot): To see if the Town will vote to amend the Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 1:

The following question is on the official ballot:

*“Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”*

**Amend the Zoning Ordinance to incentivize the creation of new house-scale residential units by easing zoning restrictions on lots in the SR, GR, and RO Districts served by Town water and sewer.**

Amendment No. 1 proposes to:

- a. Add a new overlay district to encourage the development of house-scale residential units by reducing lot size, frontage, setback, building footprint and lot coverage requirements for such new units and allowing up to four dwelling units per lot, but to limit tenancy in these new units to a “family” as defined in Section 302. .
- b. Add the definitions of “flag lot” and “house-scale residential dwelling” to the Definitions Section 302.
- c. Amend Section 405.4 B., 405.7. B, and 405.8 B to include house-scale residential dwellings as permitted uses, add two-family uses to Single Residence District, and add a footnote to the uses table to connect house-scale residential dwellings with the new overlay district.
- d. Amend Section 405.8.A, Single Residence District Objective, to better align with additional building types.

- e. Amend Section 604 to allow house-scale residential dwellings on a lot.

At a public hearing on **April 1, 2025**, the Hanover Planning Board recommended that the Town Meeting **approve** this zoning amendment.

**ARTICLE THREE:** (to vote by ballot): To see if the Town will vote to amend the Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 2:

The following question is on the official ballot:  
*“Are you in favor of the adoption of Amendment No. 2 for the Hanover Zoning Ordinance as proposed by the Hanover Planning Board as follows?”*

**Amend Sections 1202 and 1204 of Article XII: Affordable Non-Profit Provided Workforce Housing to make it easier to build such housing.**

- Amendment No. 2 proposes to:
- a. Amend Section 1202 to allow Affordable Non-Profit Provided Workforce housing without requiring a Special Exception.
  - b. Amend Section 1204 to apply the more permissive dimensional controls of the House-Scale Residential Overlay district to this type of housing.

At a public hearing on **April 1, 2025**, the Hanover Planning Board recommended that the Town Meeting **approve** this zoning amendment.

**FOUR:** (to vote by ballot): To see if the Town will vote to amend the Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 3:

The following question is on the official ballot:  
*“Are you in favor of the adoption of Amendment No. 4 as proposed by the Hanover Planning Board for the Hanover Zoning Ordinance as follows?”*

**Amend Section 302 and Section 715 to add subsection 715.8 Campus Wayfinding Signage.**

- Amendment No. 3 proposes to:
- a. allow a wider range of sign options and a less burdensome sign approval procedure for campus wayfaring signs
  - b. Add “Campus Wayfinding Signage” to the definition section.
  - c. Add a new section (Section 715.8) to Article VII, Accessory Uses; Section 715, Signs.

At a public hearing on **April 1, 2025**, the Hanover Planning Board voted to recommend that the Town Meeting **approve** this zoning amendment.

**BUSINESS MEETING AGENDA**  
**7:00 p.m.**

**ARTICLE FIVE:** To choose the following Town Officers to be elected by a majority vote.

- One Advisory Board of Assessors for a term of three (3) years.
- Three Fence Viewers, each for a term of one (1) year.
- Two Surveyors of Wood and Timber, each for a term of one (1) year.

Such other Officers as the Town may judge necessary for managing its affairs.

Selectboard	For	Against	Absent
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**ARTICLE SIX:** To see if the Town will vote to raise and appropriate the sum of \$100,000 for the purpose of funding the Hanover Climate Adaptation Planning Project, and to authorize the Selectboard to apply for, accept, and expend funds through the New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Program, including up to \$100,000 in principal loan forgiveness, in accordance with the program requirements. Further, to authorize the issuance of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33:1, et seq.) for the full loan amount, with the understanding that up to \$100,000 of the principal will be forgiven upon meeting all program conditions.

This appropriation shall be non-lapsing until June 30, 2030, or until the project is completed, or until all funds have been expended in accordance with NHDES program requirements.  
**(3/5 ballot vote)**

Selectboard	For	Against	Absent
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**ARTICLE SEVEN:** To see if the Town will vote to raise and appropriate \$19,375 for deposit into the Land and Capital Improvements Fund and to fund this appropriation by authorizing the withdrawal of this amount from the Unassigned Fund Balance. The amount appropriated is the equivalent of 50% of the total collected in Land Use Change Tax in the fiscal year 2024.

Selectboard	For	Against	Absent
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**ARTICLE EIGHT:** To see if the Town will vote to raise and appropriate \$19,375 for deposit into the Conservation Fund and to fund this appropriation by authorizing the withdrawal of this amount from the Unassigned Fund Balance. The amount appropriated is 50% of the total collected in Land Use Change Tax in the fiscal year 2024.

Selectboard	For	Against	Absent
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**ARTICLE NINE:** To see if the Town will vote to raise and appropriate \$34,505 for deposit into the Municipal Transportation Improvement Fund and to fund this appropriation by authorizing the withdrawal of this amount from the Unassigned Fund Balance. This amount is equivalent to the total Transportation Fee surcharge for each motor vehicle registered in the Town of Hanover (\$5.00 per vehicle) during fiscal year 2024.

Selectboard	For	Against	Absent
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**ARTICLE TEN:** To see if the Town will vote to establish a Tax Increment Financing (TIF) District pursuant to RSA 162-K, for the purpose of financing public infrastructure improvements within the Main and West Wheelock areas, and to adopt a Development Program and Financing Plan for the district, with the following provisions:

- 1. District Boundaries: The Main and West Wheelock TIF District shall encompass properties along Main Street and West Wheelock Street, as further defined in the proposed TIF District Plan, which includes maps and parcel lists.
- 2. Purpose: The TIF District is created to fund and facilitate public improvements including, but not limited to, sidewalks, road enhancements, multi-modal transportation infrastructure, utility upgrades, streetscape improvements, and stormwater management systems that support economic development, pedestrian safety, and sustainable growth.
- 3. Duration: The district shall remain in effect until the Town determines that the public infrastructure costs identified in the Development Program and Financing Plan have been repaid, otherwise deemed complete.
- 4. Financing Mechanism: seventy-five percent (75%) of the increased assessed value (captured assessed value) within the TIF District shall be allocated to a TIF Fund to finance approved infrastructure projects within the district, with the remainder returned to the General Fund.
- 5. Bonding Requirement: Any bonding for infrastructure improvements within the TIF District shall require prior approval by Town Meeting in accordance with RSA 33 and RSA 162-K.
- 6. Administration: A TIF Advisory Board shall be appointed by the Selectboard to oversee the implementation of the Development Program and Financing Plan, review project priorities, and make recommendations for expenditures from the TIF Fund.

7. Public Benefit: The TIF District is expected to enhance economic development opportunities, improve public infrastructure, increase property values, and support the Town’s Master Plan goals related to sustainable growth, housing diversity, and transportation improvements.

Selectboard                      For                      Against                      Absent

**ARTICLE ELEVEN:** To see if the Town will vote to raise and appropriate the sum of \$2,175,515 and authorize payment into existing capital reserve funds in the following amounts for the purposes for which such funds were established:

<b>Ambulance Equipment Capital Reserve Fund</b> <i>with funding to come from the Ambulance Fund</i>	\$163,000
<b>Building Maintenance and Improvement Capital Reserve Fund</b> <i>with funding to be raised through taxation</i>	\$251,000
<b>Dispatch Equipment and Dispatch Center Enhancements Capital Reserve Fund</b> <i>with funding to be raised through taxation</i>	\$ 28,800
<b>Fire Department Vehicle and Equipment Capital Reserve Fund</b> <i>with funding to come from the Fire Fund</i>	\$162,000
<b>Highway Construction and Maintenance Equipment Capital Reserve Fund</b> <i>with funding to be raised through taxation</i>	\$542,375
<b>Parking Operations Vehicles and Parking Facility Improvements Capital Reserve Fund</b> <i>with funding to come from the Parking Fund</i>	\$ 84,000
<b>Police Vehicles and Equipment Capital Reserve Fund</b> <i>with funding to be raised through taxation</i>	\$142,000
<b>Road Construction and Improvements Capital Reserve Fund</b> <i>with funding to be raised through taxation</i>	\$ 75,000
<b>Sewer Equipment and Facilities Improvements Capital Reserve Fund</b> <i>with Funding to come from the Wastewater Treatment Facility Fund</i>	\$357,000
<b>Water Treatment and Distribution Equipment and System Capital Reserve Fund</b> <i>with funding to come from the Water Utility Fund</i>	\$336,340

Selectboard                      For                      Against                      Absent

**ARTICLE TWELVE:** To see if the Town will vote to raise and appropriate \$1,684,244 for the purposes listed below and to authorize funding these amounts by withdrawal from the listed capital reserve funds in the following amounts:

<b>Building Maintenance and Improvement Capital Reserve Fund:</b> <i>HVAC Controls, Police Department</i>	\$ 30,000
<b>Dispatch Equipment and Dispatch Center Enhancements Capital Reserve Fund:</b> <i>Hayes Hill Radio Building</i>	\$ 70,000
<b>Fire Department Vehicle and Equipment Capital Reserve Fund:</b> <i>Fire Car 1 replacement; Overhead Doors Etna Fire Station</i>	\$101,668
<b>Highway Construction and Maintenance Equipment Capital Reserve Fund:</b> <i>Truck 11 replacement (10-wheeler with plow); Backhoe Loader; Truck 1 replacement</i>	\$523,176
<b>Parking Operations Vehicles and Parking Facility Improvements Capital Reserve Fund:</b> <i>Stairwell maintenance</i>	\$ 77,400
<b>Police Vehicles and Equipment Capital Reserve Fund:</b> <i>Safety Rescue Equipment</i>	\$ 67,500
<b>Sewer Equipment and Facilities Improvements Capital Reserve Fund:</b> <i>Backhoe Loader for Line Maintenance (50%)</i>	\$ 80,000
<b>Water Treatment and Distribution Equipment and System Capital Reserve Fund:</b> <i>Backhoe Loader for Water Treatment (50%); Balch Hill Water Storage Tank Painting; Greensboro Booster Pumps</i>	\$706,500

This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until these specified purchases are complete or June 30, 2030, whichever occurs sooner.

Selectboard                      For                      Against                      Absent

**ARTICLE THIRTEEN:** To see if the Town will vote to discontinue the *Bridge Capital Reserve Fund*, established under RSA 35:1 for the purpose of funding bridge maintenance and improvements, and to transfer all remaining funds to the General Fund undesignated fund balance.

Selectboard                      For                      Against                      Absent

**ARTICLE FOURTEEN:** To see if the Town will vote to change the purpose of the *Road Construction and Improvement Capital Reserve Fund*, established under RSA 35:1, to include both road and bridge maintenance, repair, and reconstruction; to rename it the *Road and Bridge Construction and Improvement Capital Reserve Fund*; appropriate \$213,446.64 plus interest (equal to the funds transferred to the General Fund undesignated fund balance), and to designate the Selectboard as agents to expend from said fund.  
**(Two-thirds vote required)**

Selectboard                      For                      Against                      Absent

**ARTICLE FIFTEEN:** To see if the Town will vote to change the purpose of the existing *Building Maintenance and Improvement Capital Reserve Fund*, established under the provisions of RSA 35:1, to expand its purpose to include the planning, design, construction, repair, improvement, and/or replacement of municipal buildings and facilities, and to rename it the *Capital Facilities Capital Reserve Fund*; and further, to raise and appropriate the sum of One Million Five Hundred Thousand Dollars (\$1,500,000) to be placed in said fund, with said amount to come from the Town’s undesignated fund balance.  
**(Two-thirds vote required)**

Selectboard                      For                      Against                      Absent

**ARTICLE SIXTEEN:** To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Selectboard and the International Association of Fire Fighters, Local 3288 on March 10, 2025, which calls for the following increases in salaries and benefits at the current staffing level:

<u>Year</u>	<u>Estimated Increase</u>
2026	\$125,859 (an increase of \$54,400)
2027	\$138,250

And further to raise and appropriate the sum of \$125,859 for the 2026 fiscal year, such sum representing additional costs attributable to the increase in the salaries and benefits required by the proposed agreement over those that would be paid at current staffing levels in accordance with the most recent collective bargaining agreement.

Selectboard                      For                      Against                      Absent

**ARTICLE SEVENTEEN:** If the preceding article is defeated, to see if the Town will authorize the Selectboard to call one special meeting, at its option, to address Article FOURTEEN cost items only.

Selectboard                      For                      Against                      Absent

**ARTICLE EIGHTEEN:** To see if the Town, per RSA 31:98a, will vote to raise and appropriate \$100,000 into the Town’s Annual Contingency Fund for fiscal year 2026, this sum to come from the undesignated fund balance.

Selectboard                      For                      Against                      Absent

**ARTICLE NINETEEN:** To see if the Town will vote to raise and appropriate \$33,475,838 to pay the operating expenses of the Town for the 2026 fiscal year for the purposes set forth in the Town budget. This sum does not include the funds voted in any of the preceding or succeeding articles.

Selectboard                      For                      Against                      Absent

**ARTICLE TWENTY: (by Petition)** To see if the Town will vote to: reject any expansion of taxpayer funding for private education until we have full accountability, transparency, and a

sustainable funding plan that ensures no further strain on public schools or local property taxpayers:

Whereas, taxpayers have a right to know how their money is spent and deserve clear, verifiable evidence that it is being spent wisely and delivering results; and

Whereas, taxpayer dollars are being diverted from public schools to private and religious education through Education Freedom Accounts (vouchers), and this shift does NOT reduce public school expenses, leaving local taxpayers to cover the difference through higher property taxes; and

Whereas, unlike public schools, private education funded by taxpayers through vouchers lacks key accountability measures, such as reporting how funds are used, tracking student performance, ensuring service! for students with disabilities, conducting background checks for staff, and adherence to minimum standards.

Therefore, we, the voters of Hanover, New Hampshire, call on our state elected officials to uphold their duty to fiscal responsibility by rejecting any expansion of taxpayer funding for private education until we have full accountability, transparency, and a sustainable funding plan that ensures no further strain on public schools or local property taxpayers. We further direct the Town of Hanover's Selectboard to deliver this warrant article and the results in writing to New Hampshire's Governor and members of the State Legislature within thirty days of this vote. Submitted by petition with signatures of twenty-five (25) or more registered voters in the Town of Hanover. (RSA 675:4).

**ARTICLE TWENTY-ONE:** (by Petition) To call on the Hanover Town Manager and the Hanover Police Chief NOT to enter into or sign any agreements with Immigration and Customs Enforcement's (ICE) 287(g) program.

- The 287(g) is an expensive program that has been criticized for civil rights abuses since it launched in 2006.
- It has long been criticized for perpetuating and legalizing widespread racial profiling.
- Studies have shown that communities with 287(g) agreements spend more money on less effective policing. 287(g) agreements often target people who pose no risk to public safety and those with no criminal record and this type of enforcement creates distrust-and fear-between police and the communities they serve.
- Additionally, the Department of Homeland Security is now allowed to track, surveil, and target people based on assumptions about their sexual orientation and gender identity. This compounds the risk for some people with informal status, and adds new risks for Queer Transgender folks traveling across borders.

\*287(g) should not be used in the place of a federal immigration policy.

\*This resolution will act as an amendment to the Hanover Welcoming Ordinance of 2020.

**ARTICLE TWENTY-TWO:** To transact any other business that may legally be brought before this Town Meeting.

Given under our hands and seal of the Town of Hanover this 7th day of April 2025.

## **TOWN OF HANOVER SELECTBOARD**

*Carey Callaghan, Chair*

*Joanna Whitcomb, Vice Chair*

*Jarett Berke, Secretary*

*Jennie Chamberlain*

*Athos Rassias*

## With the Development and Finance Plan



## **SECTIONS - RSA CHAPTER 162-K**

K: 1 Local Option K:

K: 2 Definitions

K: 3 Authorization

K: 4 Hearing

K: 5 District and Limitations

K: 6 District Establishment and Development Program

K: 7 Grants

K: 8 Issuance of Bonds

K: 9 Financing Plan

K:10 Computation of Tax Increments

K:11 Annual Report to NH-DRA

K:12 Maintenance and Operation

K:13 Administration

K:14 Advisory Board

K:15 Relocation of Displaced Persons

# **Tax Increment Finance District Plan**

## **K:1 Local Option**

At the Town Meeting of 1998, the voters approved adopting RSA Chapter K:1, giving the Town the **Local Option** to subsequently adopt specific Tax Incremental Tax (TIF) Districts.

## **K:2 Definitions**

The definitions used by the Town will be those as presented in RSA 162-K: 2 “Definitions”

## **K:3 Authorization**

In accordance with RSA 162-K:3, the Town of Hanover hereby adopts the following Tax Increment Financing Plan: “Main Wheelock/South Main TIF District” (see attached map in appendix A ).

The District and the Plan may be amended per the provisions of the statute. Note that for any Amendment, the Original Assessed Value is re-established for any area added, and New Captured Value is also reset as of the date of the Amendment.

## **K:4 Hearings**

A hearing on the designation of this TIF District shall be held after posting of public notice and a hearing in accordance with RSA 162-K:4

## **K:5 District and Limitations**

The TIF District comprises the Main Wheelock Zoning District (MWD) as shown on the town zoning maps, and that portion of the D-1 Downtown District having frontage on South Main Street or on Allen Street east of School Street, but also encompasses contiguous parcels along both sides of West Wheelock Street between the MWD and the Connecticut River to or over which infrastructure such as sidewalks, drainage, and utilities upgrades necessary to serve the district might need to extend. This District comprises approximately 25 acres, or .078 % of the total town land area of 32,128 acres, and currently has an assessed valuation of \$17,434,199.00, or .64% of the total Town assessment of \$2,723,649,895.00, therefore complying with statutory restrictions that the District does not exceed 5% of the total acreage of the municipality or 8% of its total assessed value of the taxable real property.

### **K:6 District Establishment and Development Program**

Following RSA 162-K, the Town of Hanover adopts the following Tax Increment Financing Plan (TIF) for the Main Wheelock/South Main TIF District. The purpose of forming this district is to encourage revitalization, re-investment, and new investment in this area. Without improvements to this area's physical infrastructure and visual appearance, the capacity does not presently exist to support all the development for which this area is zoned. The Town intends to use tax increment financing to help pay for necessary improvements in the expectation that the development of the District will increase the available housing in the community and contribute to the Town's tax base while also beautifying one of the major gateways into town and reducing the amount of pollutants going into the Connecticut River.

The proposed Main and West Wheelock Tax Increment Finance (TIF) District is intended to fund a series of public infrastructure improvements that will support economic development, improve safety and accessibility, and enhance the district's livability and aesthetic appeal. The planned improvements align with the purpose and authority outlined in RSA 162-K:6, enabling the Town to undertake public infrastructure projects encouraging growth and reinvestment in the designated area.

### **West Wheelock Street Improvements:**

The Town proposes fully reconstructing West Wheelock Street to transform the corridor into a safer, more functional, and attractive gateway to downtown Hanover.

The scope of improvements includes:

- **Undergrounding Overhead Utilities:** Relocating electric, telephone, and cable utilities underground to improve visual character, enhance reliability, and reduce vulnerability to weather-related outages.
- **Storm Drainage Upgrades:** New stormwater infrastructure will be installed to address drainage issues, improve water quality, and manage runoff in compliance with environmental standards.
- **Walking and Bicycling Infrastructure:** Expansion and improvement of sidewalks and the addition of dedicated bicycle infrastructure to enhance pedestrian and cyclist safety and accessibility.
- **Shared Use Path:** Construction of a new shared-use path along the corridor to accommodate both pedestrians and cyclists and improve multi-modal connectivity.



- **Street Lighting:** Installation of new, energy-efficient pedestrian-scale lighting to improve nighttime visibility, enhance safety, and support extended commercial and social activity.
- **Street Trees and Landscaping:** Installation of street trees and landscaping to create a welcoming streetscape, provide shade, and enhance the environmental sustainability of the corridor.

### **South Main Street Improvements:**

The Town also proposes significant improvements to South Main Street to reinforce its role as a vibrant, multi-use downtown corridor. Planned improvements include:

- **Storm Drainage Upgrades:** Replacement and expansion of the existing stormwater infrastructure to address drainage deficiencies and protect adjacent properties and the environment.
- **Water Line Replacement:** Installation of a new water main to ensure adequate capacity and reliability for current and future development.
- **Undergrounding Electric Utilities:** upgrade the underground power.
- **Sidewalk Expansion:** Widen and upgrade sidewalks to enhance pedestrian safety, accessibility, and capacity, supporting increased foot traffic and economic activity.
- **Bicycle Infrastructure:** Adding dedicated bicycle lanes or shared infrastructure promotes safe cycling and supports alternative transportation options.
- **Flexible Street Design for Non-Vehicular Use:** Designing the streetscape to allow for periodic conversion to pedestrian-only space to accommodate community events such as farmers markets, street fairs, and festivals, fostering economic vitality and community engagement.
- **Lighting and Street Trees:** Installation of pedestrian-scale lighting and new street trees to create a more attractive and comfortable public realm, enhance safety, and contribute to the overall character of the downtown.

### **Public Purpose and Benefits:**

These improvements will significantly enhance the infrastructure capacity, safety, and aesthetic appeal of the TIF District. They support the Town's goals of creating a walkable, bike-friendly downtown, promoting sustainable infrastructure, supporting economic development, and improving the quality of life for residents, businesses, and visitors. The work aligns with Hanover's Master Plan priorities and the statutory intent of RSA 162-K to encourage investment and reinvestment within the district.

All improvements will be funded through tax increment revenues generated within the TIF District, with any bonding subject to Town Meeting approval as required under RSA 33 and RSA 162-K.

### **K: 7 Grants**

Per K:7, the Town is authorized to receive grants that may assist in the purposes of the District, subject to any and all provisions as would be required by the Town to accept such grants.

### **K: 8 Issuance of Bonds**

The District is established without the request for any issuance of bonds. Bonding will be requested at a subsequent Town Meeting if sufficient development potential is imminent that would allow for the new development, and private sector contributions to the capital costs are sufficient in a reasonable timeframe to cover all of the Town's debt service liability.

### **K: 9 Financing Plan**

Cost of Plan Implementation - The cost of providing the necessary upgrades is estimated at approximately \$ 28,000,000. See Appendix A for a more detailed estimate.

Sources of Revenue – The Town's Assessing Department estimates that the increase in assessed value of the District will be \$58,532,770 at 25% build-out, \$152,532,770 at 50% build-out, and \$340,532,770 at 100% build-out. The property tax revenue generated from this incremental increase in property values in the District shall finance the costs of the Plan.

Duration of the District - The District's duration shall not end before any and all bonding or borrowing by the Town for the purposes of the District is paid in full.

The District may exist indefinitely if there is no bonding or debt, and any increment collected may be used for the purposes of the Plan. It may also be ended if there is no debt outstanding. Once the District is ended, all of the Captured Value returns to the municipal, school, and county tax rolls.

The Town has provided reasonable notice and opportunity for the Grafton County Commissioner and the School Board to meet with the Town regarding this Plan.

The town Manager and the Selectboard shall ensure that any obligations or unexpended funds of the District are adequately addressed prior to or as part of the

expiration. A detailed report detailing the steps to be taken to properly meet any obligations or provide for unexpended funds shall be provided at the May town meeting.

#### **K:10 Computation of Tax Increments**

The computation of the current assessed value as of April 1, 2025, shall be established by the Town Assessor after that date.

Subsequently, the Assessor shall determine the Captured Assessed Value and report that value to the Advisory Board, the District Administrator, and the Selectboard each year.

#### **K:11 Annual Report to NH-DRA**

The assessor shall provide to the District Administrator and to the New Hampshire Department of Revenue Administration (NH-DRA) an Annual Report as required by Section K:11.

#### **K:12 Maintenance and Operation**

The Town shall include annually a line-item in its approved budget for TIF District(s) costs. These costs can include maintenance and operating costs that are directly related to the District. The Town can charge the District for new and documented costs incurred within or for the benefit of the District directly and solely.

#### **K: 13 Administration**

District Administrator - Pursuant to RSA 162-K:13, the Selectboard will annually appoint the TIF District Administrator. For the year 2025, the Selectboard has selected the Town Manager to serve as District Administrator.

#### **K:14 Advisory Board**

A District Advisory Board of at least five (5) members will be appointed by the Selectboard and, in accordance with the provision of RSA 162- K:14, will be made up of a majority of members who are owners or occupants of real property that is within or adjacent to the District.

Members of the Advisory Board are encouraged to be residents, but are not required to meet Town residency requirements.

A member of the Capital Improvement Plan Committee will initially serve as Chair,

and a member of the Planning Board will initially serve as

Vice-Chair. The election of officers of the Advisory Board will be done by the Advisory Board annually.

This Advisory Board shall advise the District Administrator and Selectboard on maintaining and implementing the District Plan. All meetings of the Advisory Board shall meet the requirements of RSA 91-A (Right-to-Know Law), and both the District Administrator and Selectboard are encouraged to obtain extensive public input as they prepare to implement the plan.

**K:15 Relocation of Displaced Persons**

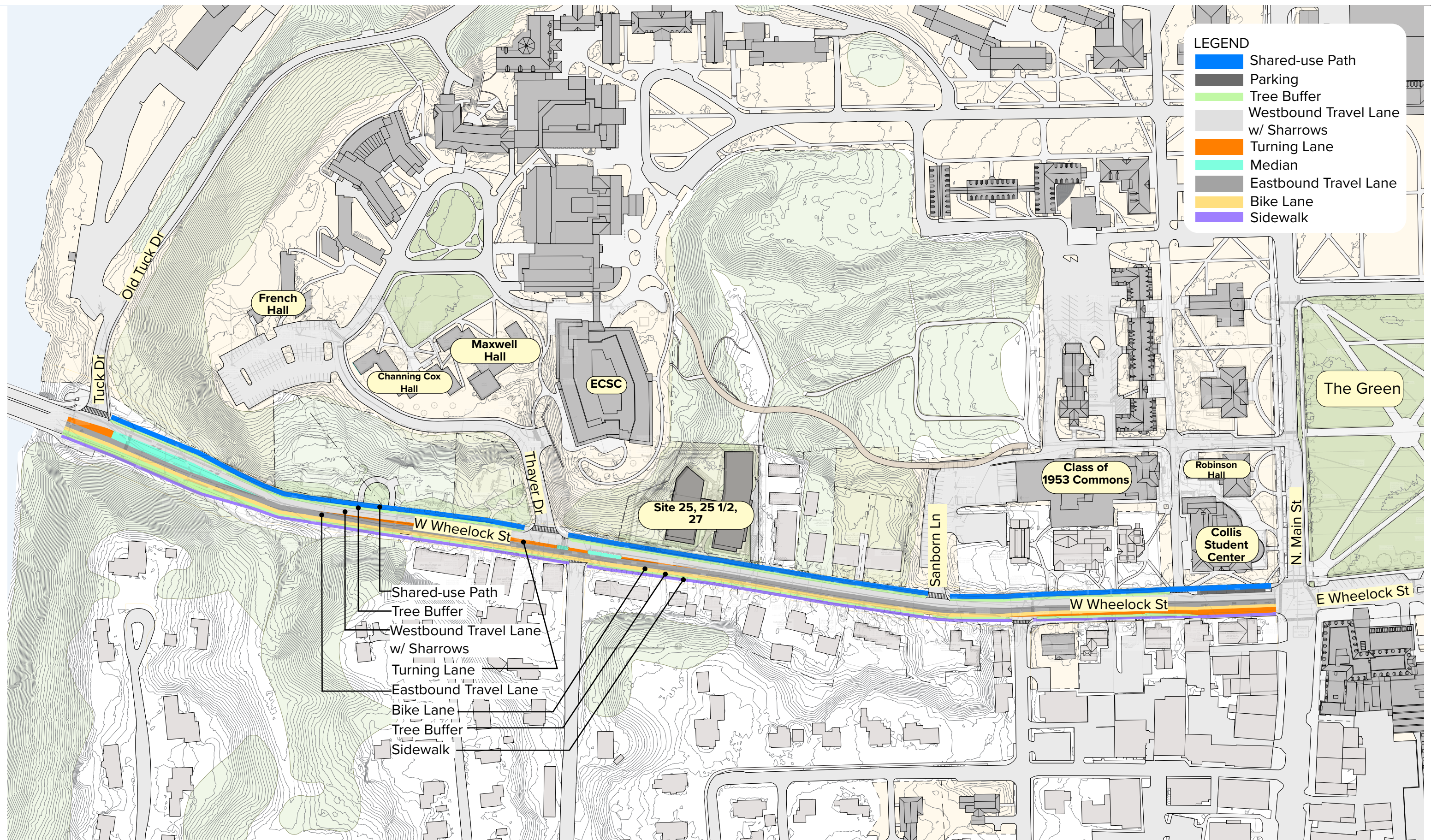
It is not expected that there will be any displacement of persons. If that occurs the Town shall meet all provisions of state law pertaining to required procedures and any compensations.

## District Boundaries

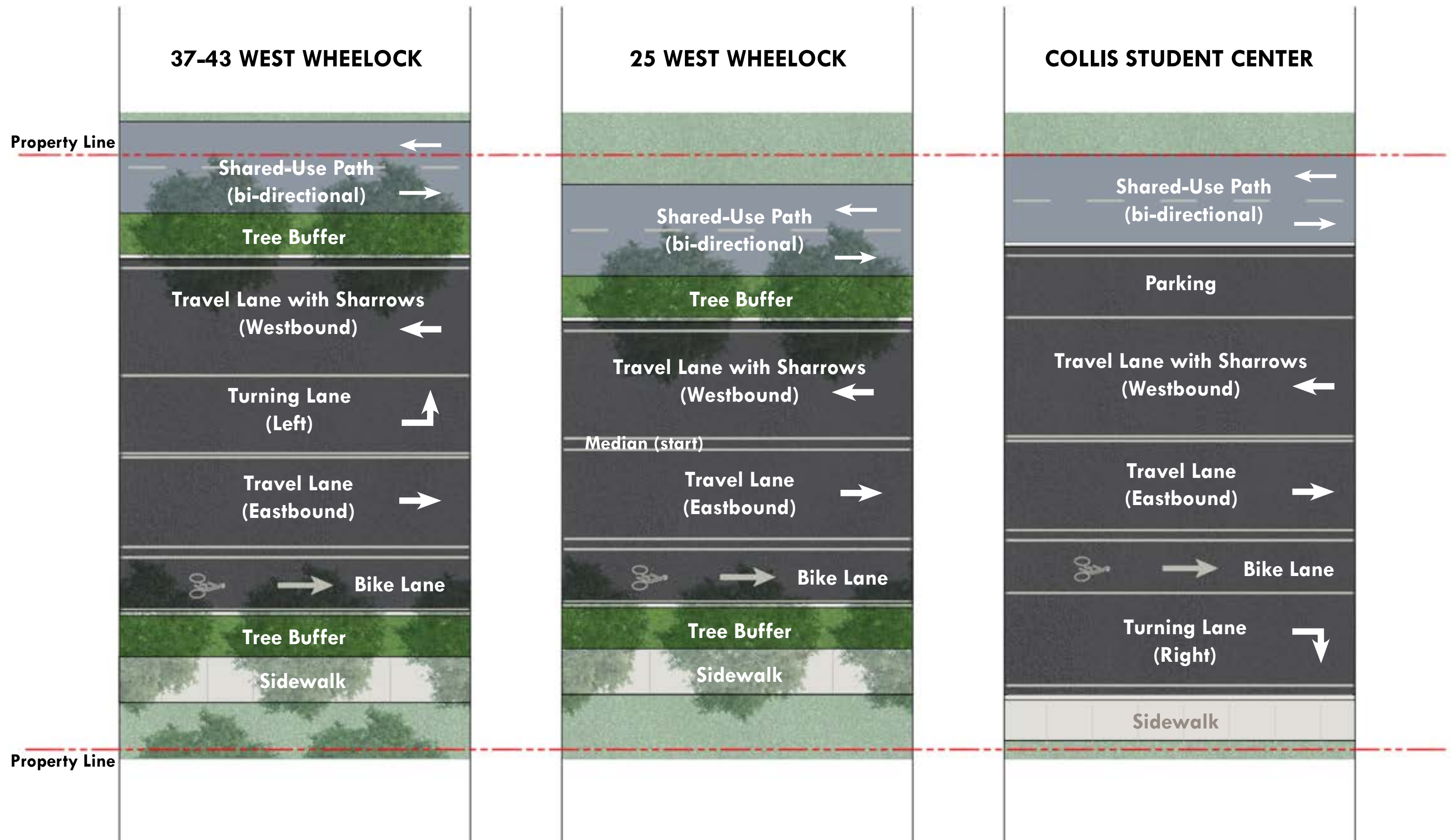


**Appendix B**  
**Concept and Construction Cost Estimate**



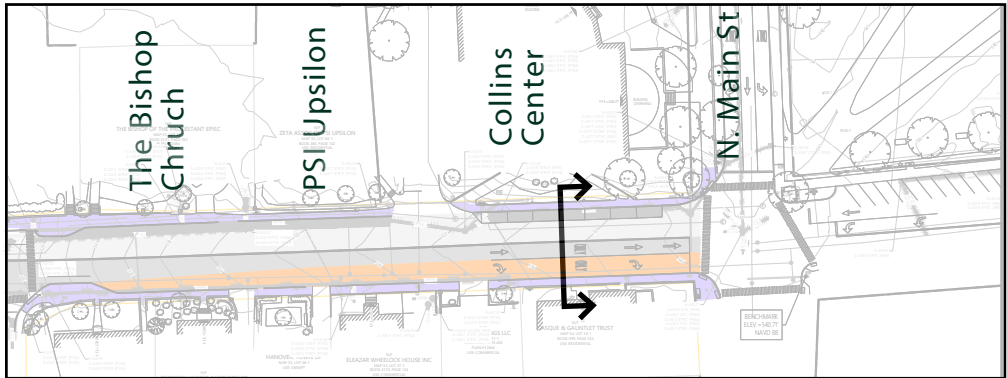
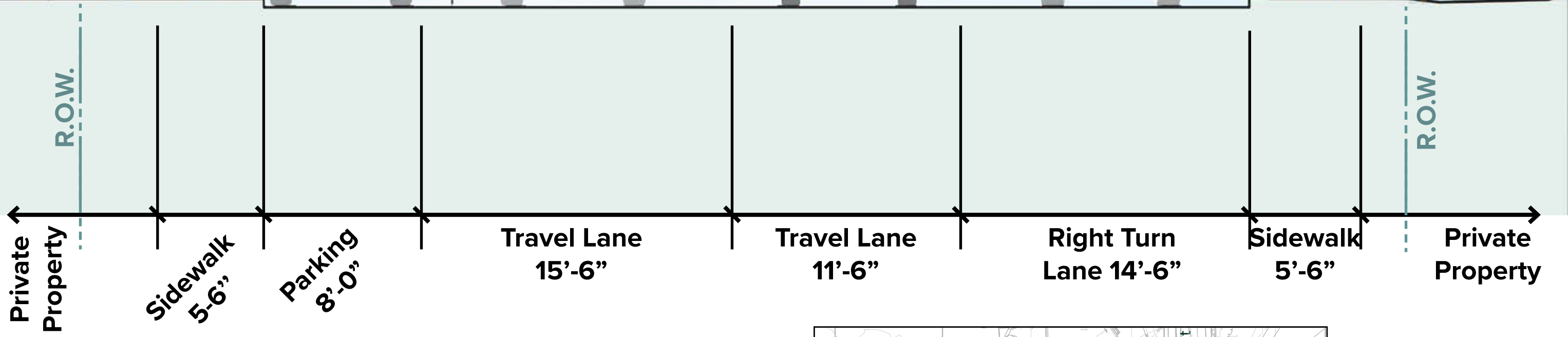
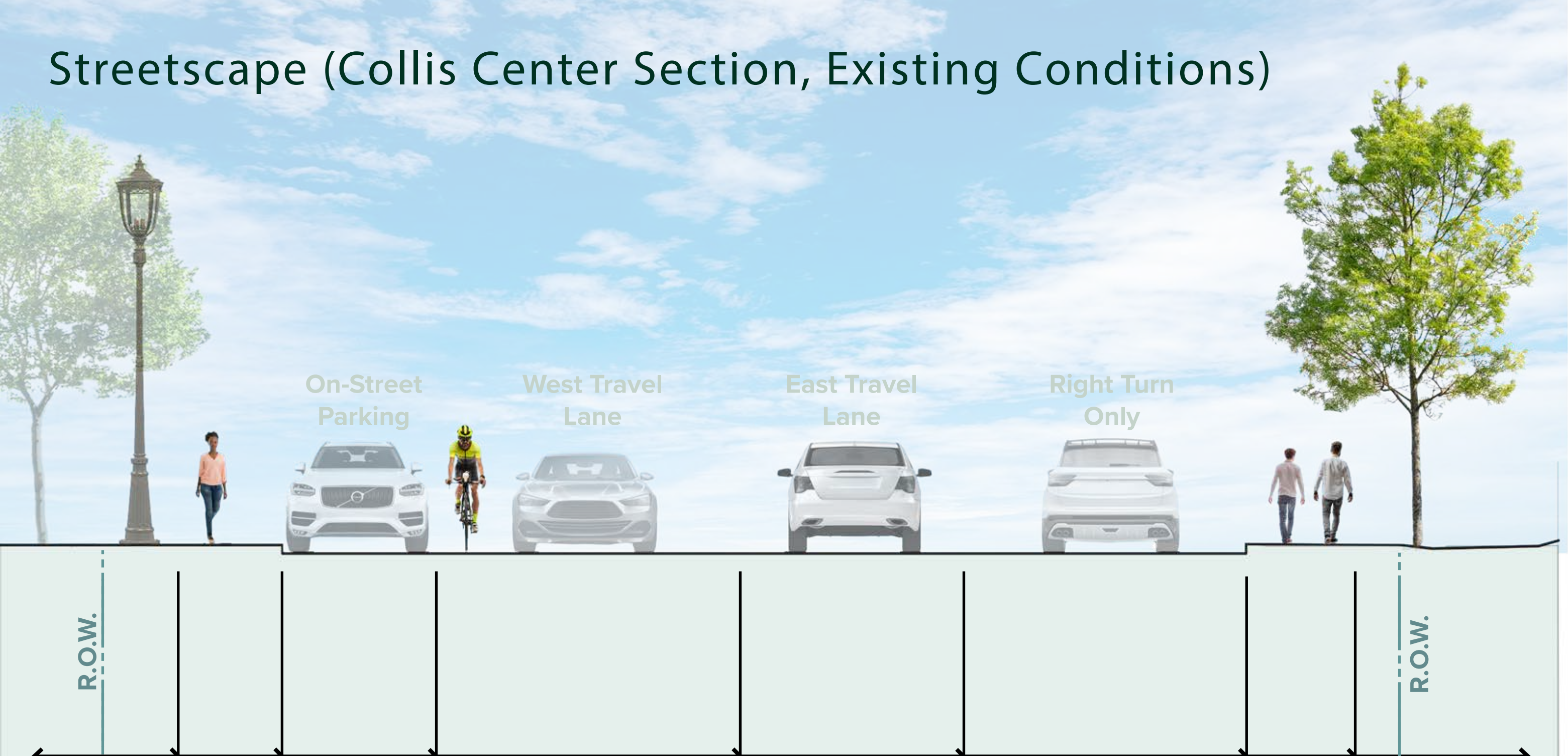






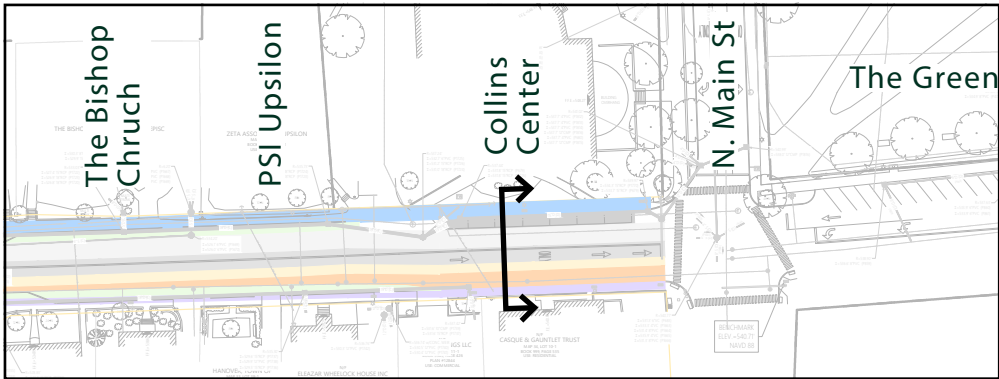
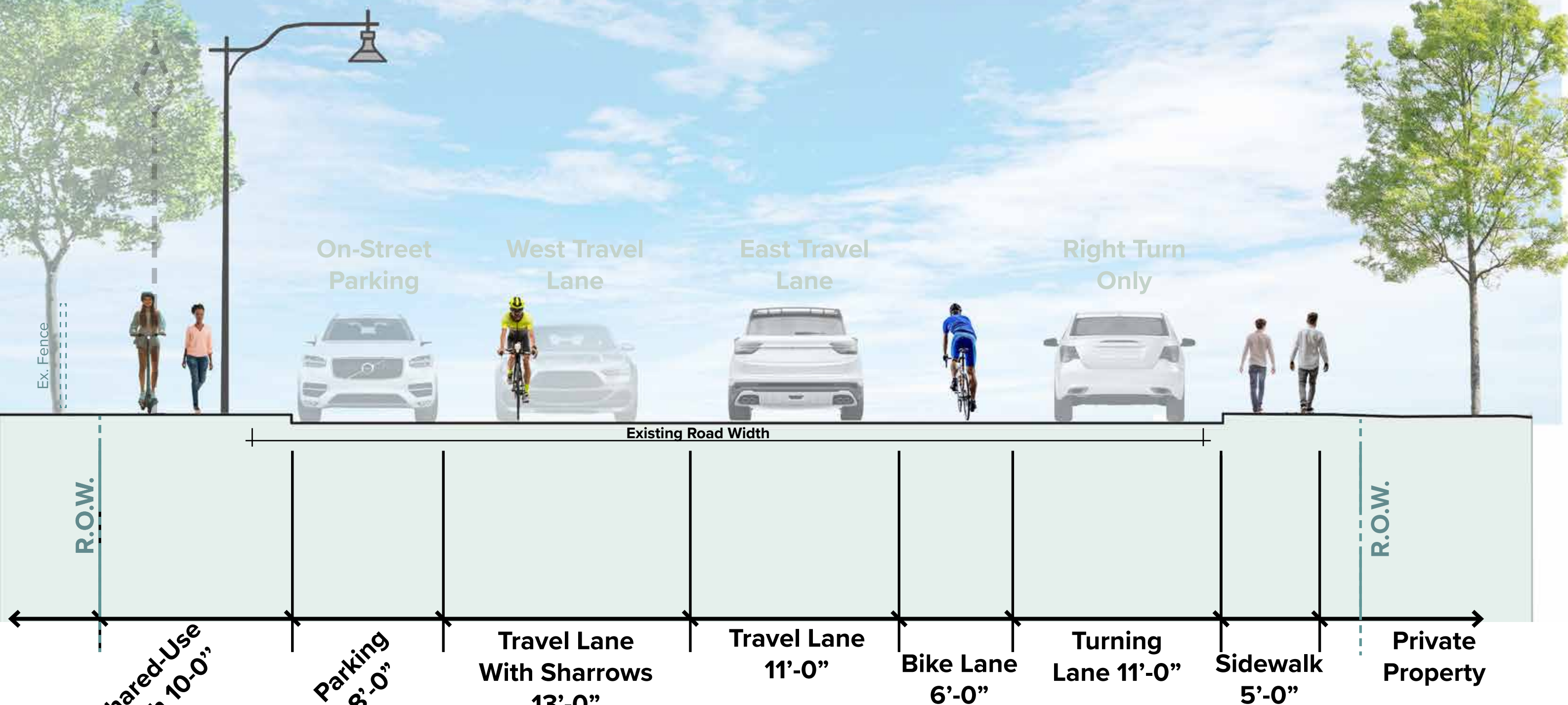


# Streetscape (Collis Center Section, Existing Conditions)



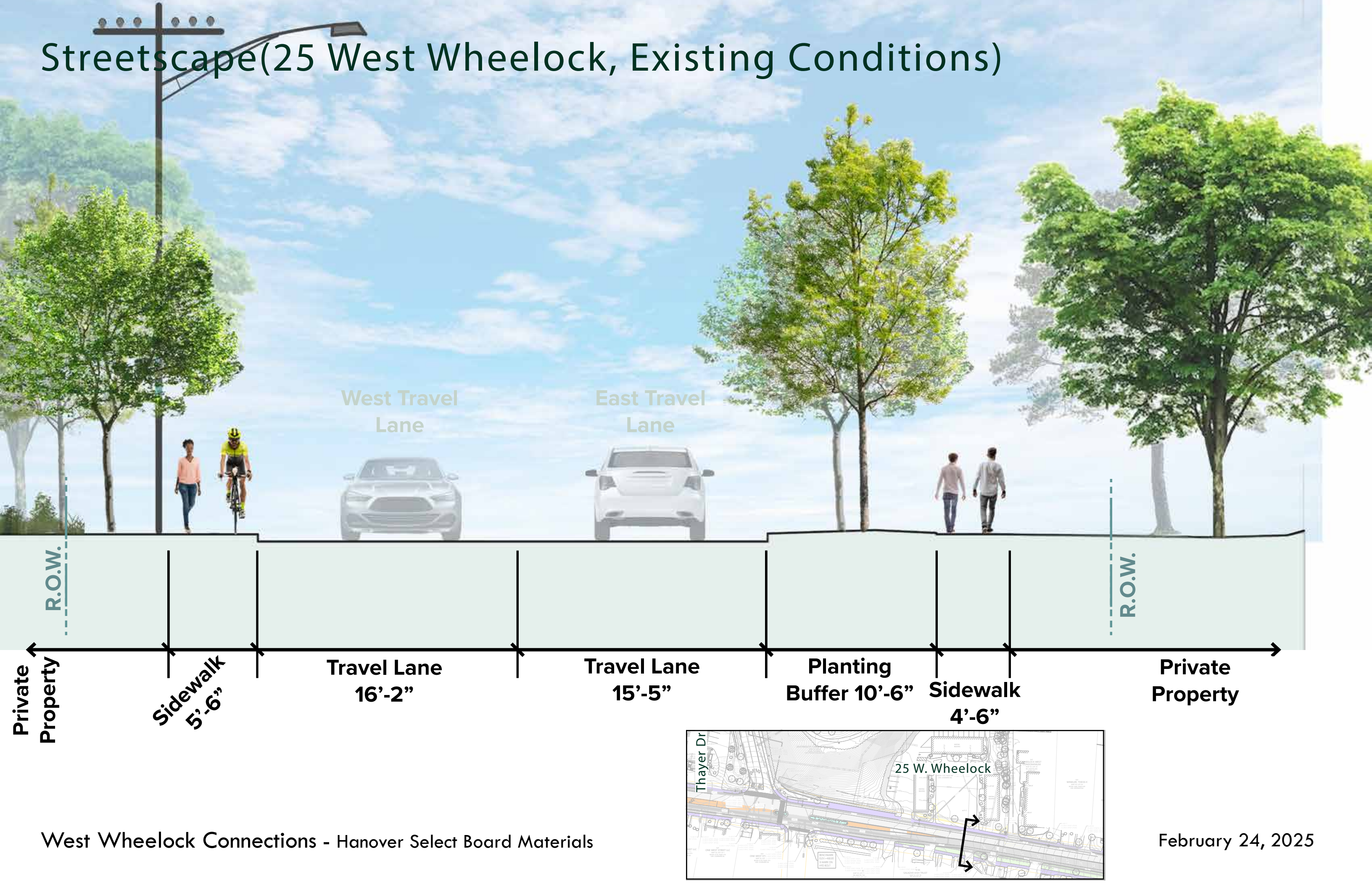


# Streetscape (Collis Center Section, Proposed)



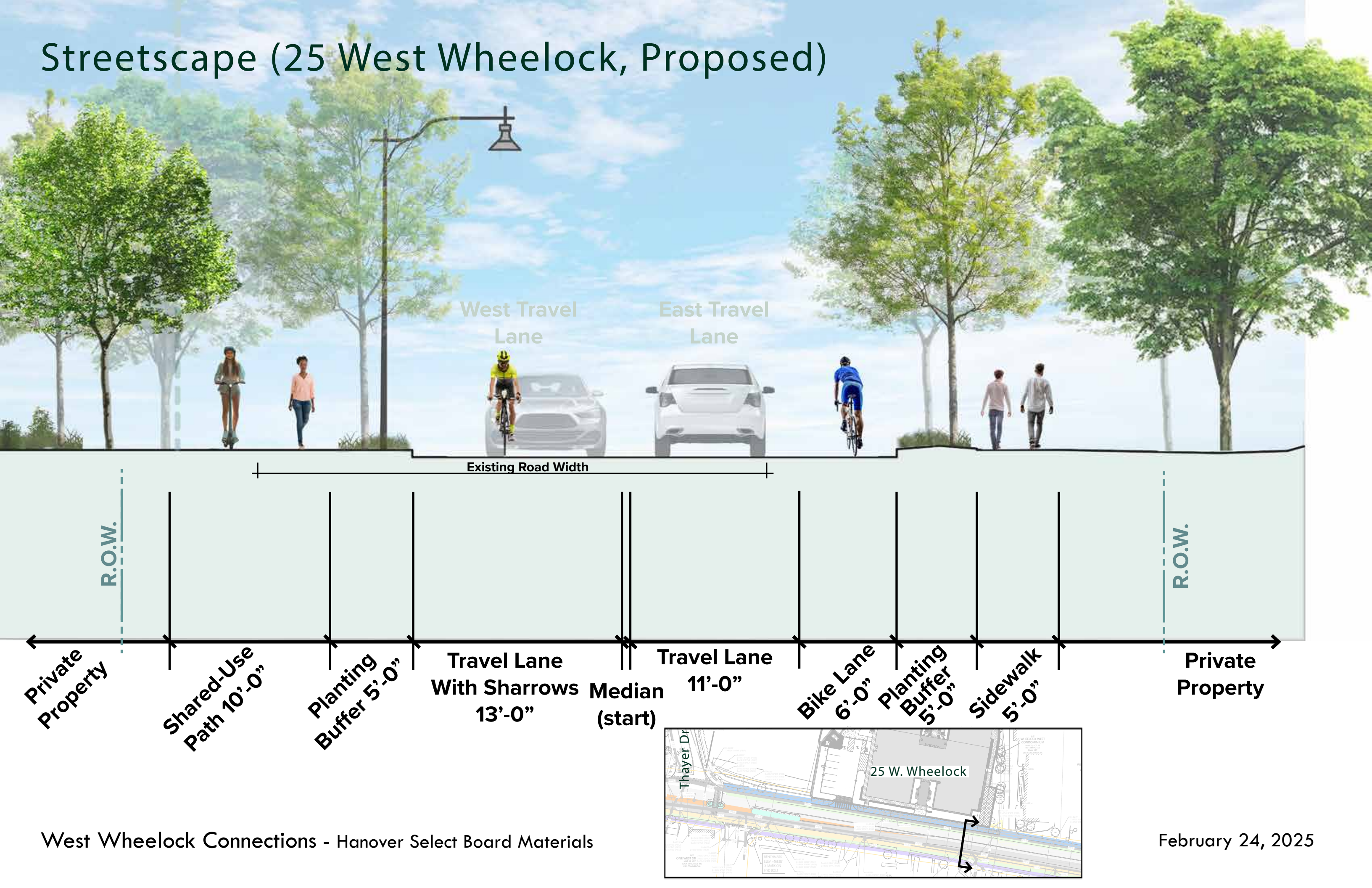


# Streetscape(25 West Wheelock, Existing Conditions)



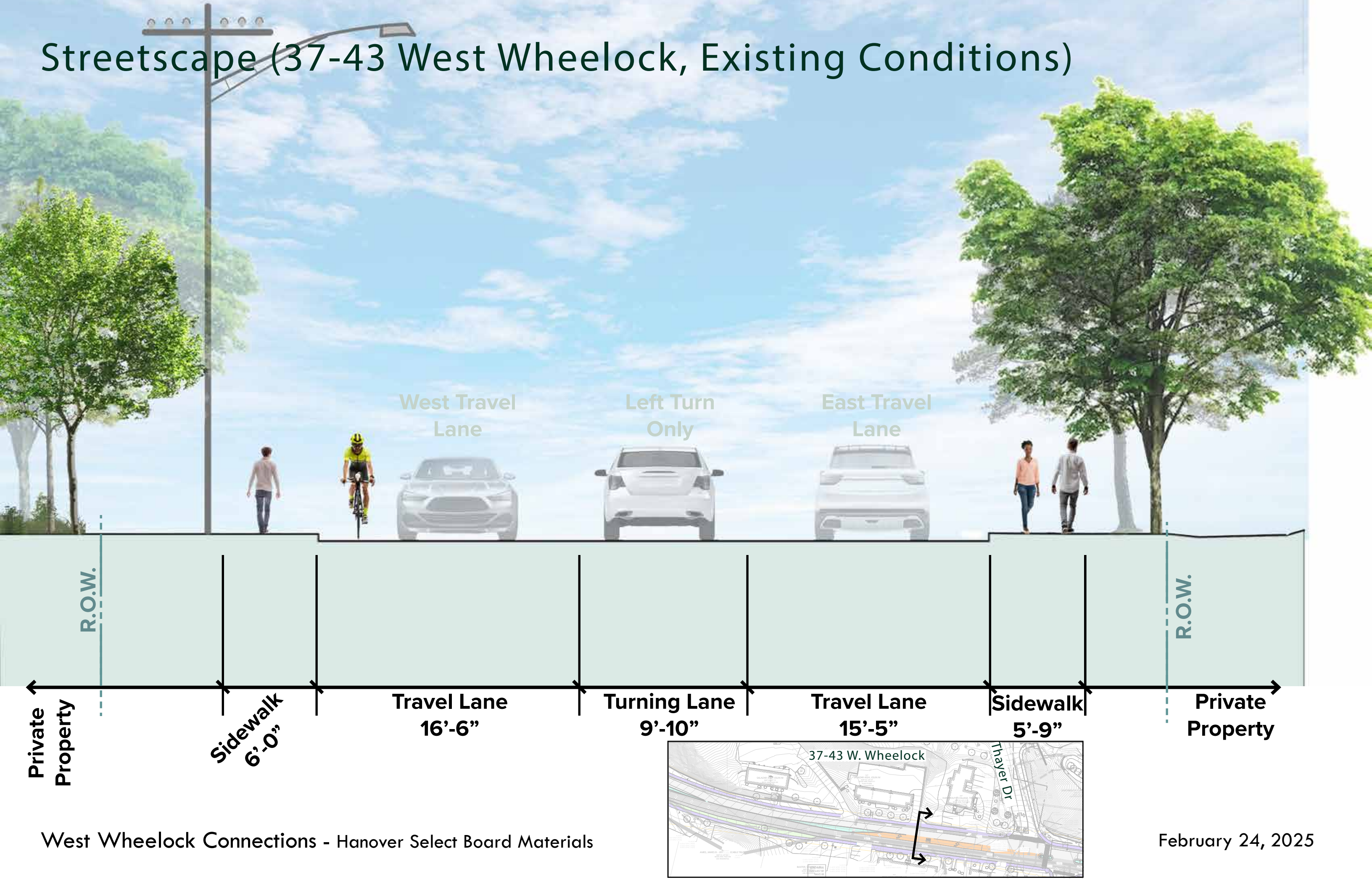


# Streetscape (25 West Wheelock, Proposed)



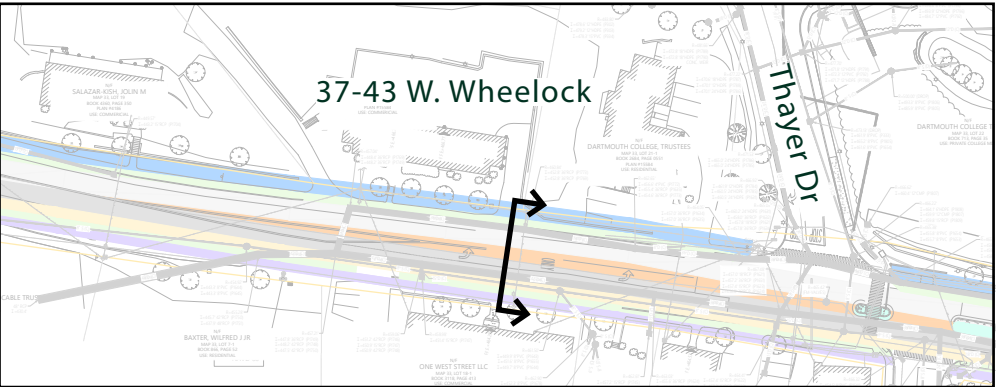
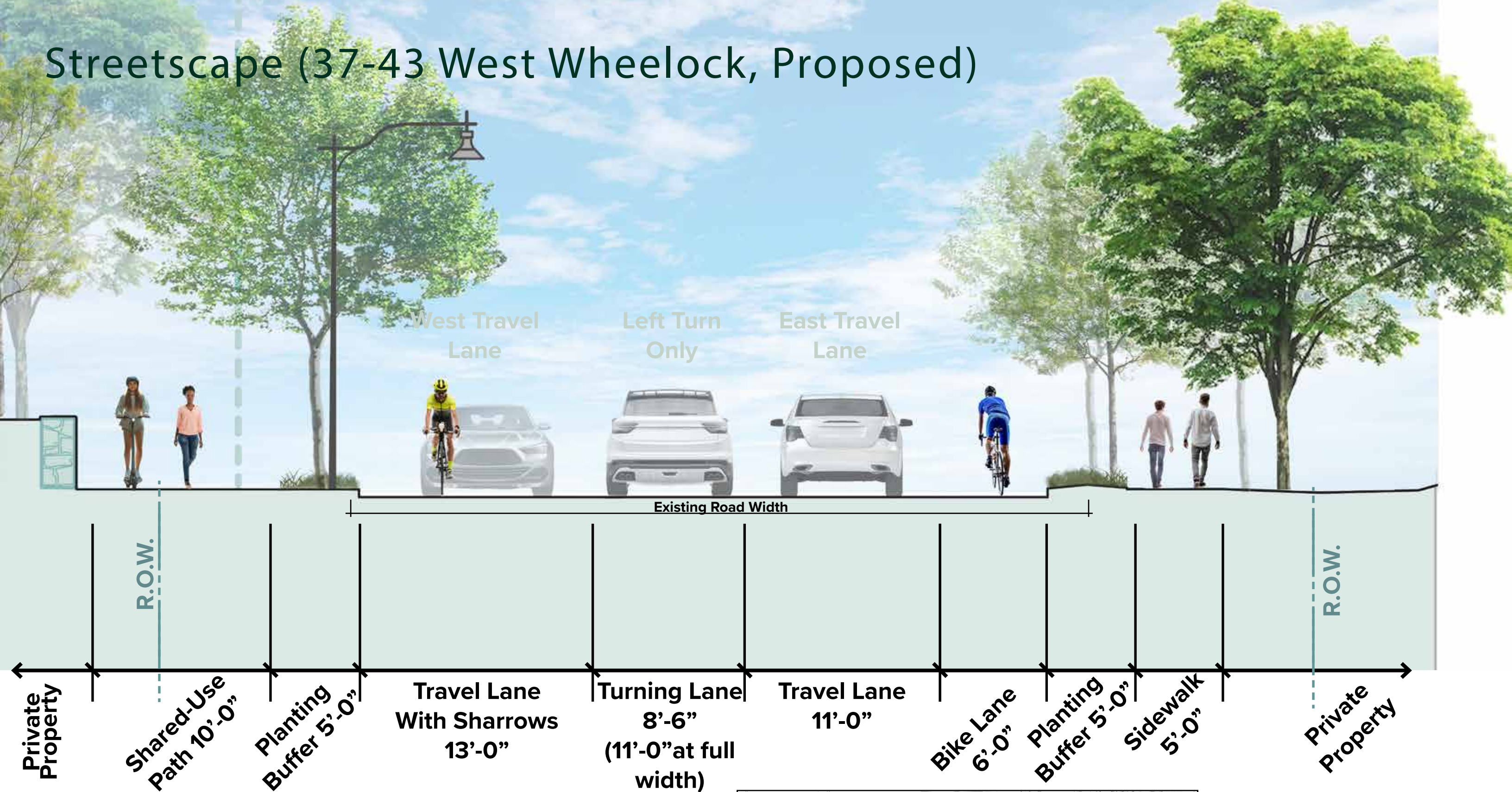


# Streetscape (37-43 West Wheelock, Existing Conditions)





# Streetscape (37-43 West Wheelock, Proposed)



## **West Wheelock Streetscape Cost Assumptions**

February 24, 2025

VHB provided material take-offs based on the concept design and their survey data from the area. This information was shared with Lee Kennedy Construction to enable them to develop a very high-level estimate. Lee Kennedy was asked to participate because they have the closest knowledge about market conditions and accurate pricing. The Lee Kennedy estimate of \$13,060,000 made the following assumptions:

### **Schedule:**

*Phase 1: April 15, 2027 to November 30, 2027*

*Phase 2: April 15, 2028 to November 30, 2028*

*Phase 3: April 15, 2029 to November 30, 2029*

### **Phase Direction:**

*Work in westerly direction from the center of town toward the Connecticut River.*

### **Work Sequence:**

- 1. Mill road in sections.*
- 2. Install underground utilities and drainage structures.*
- 3. Install asphalt binder*
- 4. Install curbing*
- 5. Install sidewalks / hardscape*
- 6. Install electrical/phone connections to residences and developments*
- 7. Remove overhead utilities*
- 8. Complete landscaping and trees*
- 9. Finish pave*
- 10. Line stripe*

### **Phasing and OT Allowance**

*Premium time and off-hours / weekend work are anticipated through the duration of the project because the road is expected to remain in use and passable. Phasing and sequencing will be refined with the Town of Hanover.*

### **Exclusions**

*New sewer piping and connections are not included.*

The estimate does not include owner costs such as consultant fees, owner's construction administration and owner's contingency. This estimate of \$13,060,000 is for hard construction costs.



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## TECHNICAL MEMORANDUM

**REF:** NEX-2020044.00

**DATE:** July 23, 2020

**TO:** Town of Hanover  
Mr. Robert Houseman – Director of Planning, Zoning and Codes  
41 South Main Street  
Hanover, New Hampshire 03755

**REF:** Draft Multimodal Conceptual Alternatives Summary  
South Main Street – Hanover, New Hampshire

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Greenman-Pedersen Inc. (GPI) has prepared this memorandum to accompany three concepts for South Main Street which have been developed to explore alternative street design configurations for South Main Street that respond to the desire for better accommodations for pedestrians and bicyclists. The three alternatives represent a range in terms of the level of change contemplated for South Main Street, from modest changes to the existing layout to more comprehensive changes that involve moving curblines and changing the allocation of space between vehicles, pedestrians and bicyclists.

These configurations were developed on a GIS base map with an aerial photo and represent the first step in identifying potential changes to the street geometry and the allocation of space between sidewalks, vehicle lanes, parking and bicycle lanes. The base information is not sufficient to answer detailed questions about street design at this point nor the feasibility. In addition, the Town is collecting traffic data which will help understand the implication on intersection operations.

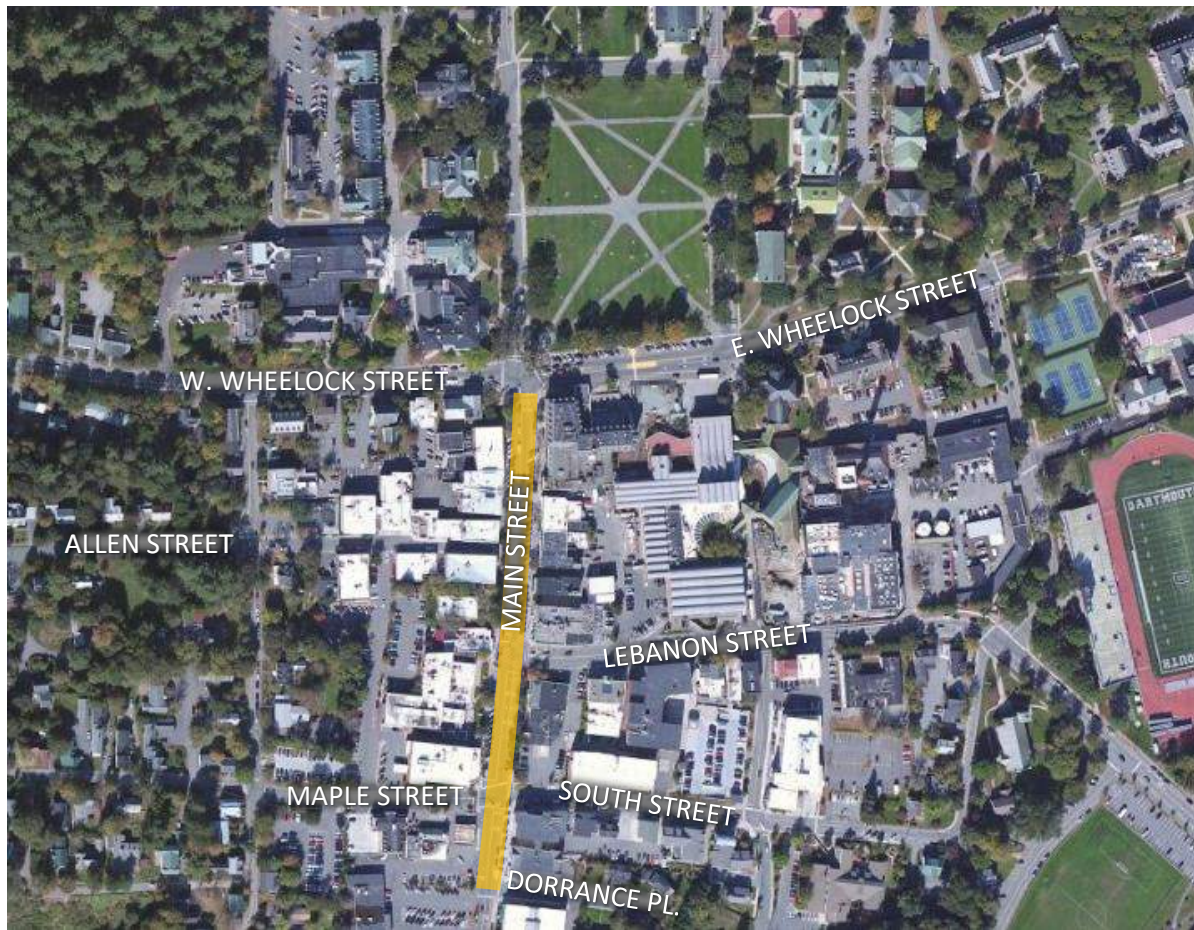
### OVERVIEW OF THREE DESIGN CONCEPTS

GPI has prepared this *Technical Memorandum* to provide a brief summary of three multimodal conceptual alternatives along South Main Street. The study area on Main Street extends from Wheelock Street at the north limit, southerly to Dorrance Place. The study area is depicted in Figure 1.

Three conceptual plans have been developed, all of which incorporate improved pedestrian and bicycle accommodations, provide opportunities for landscaping and street appeal, address accessibility issues, and implement various traffic calming measures. Prior to delving into each of the three alternatives, treatments used throughout the various concepts are described on the following pages in more detail with respect to their role/function within the corridor.

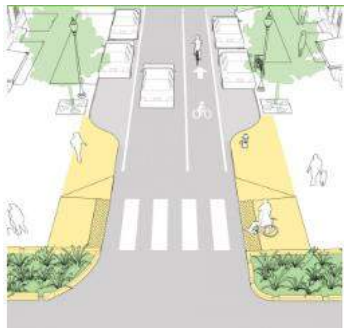


**Figure 01. Study Area**



## TREATMENTS USED

- **Curb Extensions or “Bump-Outs”**- These are physical devices that extend sidewalk space at specific locations to enhance pedestrian safety and movement. Specifically curb extensions allow pedestrians to be seen by motorists at crossing locations, they reduce the distance that pedestrians need to cross, slowing vehicles as they maneuver through narrow points along the roadway and force vehicles to slow down as they turn corners. In addition to safety benefits, curb extensions create areas suitable for placemaking, seating and landscaping opportunities. Several different kinds of curb extensions were implemented in the street design concepts including gateways, mid-block crossing pinch point, and bus bulbs as depicted in the following graphic.



Gateway



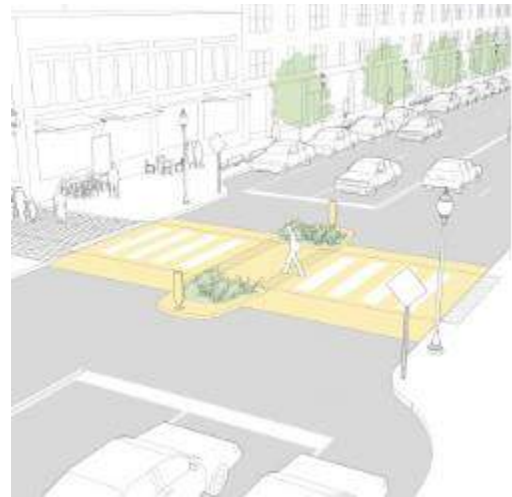
Pinch Point



Bus Bulb

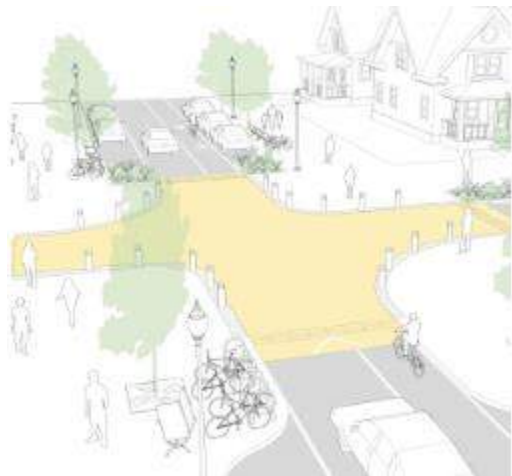
Source: National Association of City Transportation Officials – *Urban Street Design Guide*

- **Raised Crosswalks** - Speed tables are gently raised areas that provide vertical deflection to calm vehicle speeds. When used in conjunction with a crosswalk, speed tables are considered raised crosswalks. Speed tables are typically 3 to 3.5 inches in height but are generally 22 feet long (10-foot plateau and two 6 foot ramps). The flat top is typically long enough for the entire wheelbase of a passenger car to rest on and the ramps are sloped gently for a more gradual slowing of vehicles than speed humps. Speed tables are more desirable for emergency vehicles than speed humps as they are less jarring. They also contribute to a more pedestrian friendly and accessible environment by removing curbs and curb ramps making the vehicles the 'guest' in the pedestrian environment.



Source: National Association of City Transportation Officials – *Urban Street Design Guide*

- **Raised Intersections** - A raised intersection is a raised plateau implemented throughout an entire intersection with ramps along all approaches. While considered to be the most expensive of traffic calming options, these devices have the benefit of calming two roadways at one location, where the potential for conflicts is highest. These devices also increase pedestrian safety throughout the entire intersection. Raised intersections are flush with the sidewalk and ensure that drivers traverse the crossing slowly. Bollards along corners keep motorists from crossing into the pedestrian space. Bollards can also be used to protect pedestrians from errant vehicles.



Source: National Association of City Transportation Officials – *Urban Street Design Guide*



- **Sharrows** – Shared Lane Markings (SLMs), or “sharrows,” are road markings used to indicate a shared lane environment for bicycles and automobiles. Among other benefits shared lane markings depict to both bicyclists and motorists where bicyclists should be positioned and expected to ride, reinforce the legitimacy of bicycle traffic on the street, and may be configured to offer directional and wayfinding guidance. Green-backed ‘Super Sharrows’ are more visible. In general, Sharrows are typically appropriate for low-volume, low speed streets. On South Main Street they would not create a high-comfort bicycling environment that is suitable for all ages and abilities of riders but would signal to motorists and bicyclist where they are expected to ride.



Source: National Association of City Transportation Officials – *Urban Bikeway Design Guide*

- **Conventional Bike Lanes** – A Bike Lane is defined as a portion of the roadway that has been designated by striping, signage, and pavement markings for the preferential or exclusive use of bicyclists. Bike lanes enable bicyclists to ride at their preferred speed without interference from prevailing traffic conditions and facilitate predictable behavior and movements between bicyclists and motorists. A bike lane is distinguished from a cycle track in that it has no physical barrier (bollards, medians, raised curbs, etc.) that restricts the encroachment of motorized traffic.



Source: National Association of City Transportation Officials – *Urban Bikeway Design Guide*

- **Cycle Tracks** - A cycle track is an exclusive bike facility that combines the user experience of a separated path with the on-street infrastructure of a conventional bike lane. A cycle track is physically separated from motor traffic and distinct from the sidewalk. Cycle tracks have different forms but all share common elements—they provide space that is intended to be exclusively or primarily used for bicycles, and are separated from motor vehicle travel lanes, parking lanes, and sidewalks. In situations where on-street parking is allowed cycle tracks are located on the curb-side of the parking (in contrast to bike lanes). Cycle tracks may be one-way or two-way, and may be at street level, at sidewalk level, or at an intermediate level. Buffers may come in several different forms (as depicted below), all of which are a consideration for the facility's design.



At street grade with painted buffer



At street grade with painted buffer in conjunction with planters



Raised curb with parking median

Source: National Association of City Transportation Officials – *Urban Bikeway Design Guide*

## ALTERNATIVE 1 - TRAFFIC CALMING WITH SHARROWS

Alternative 1 provides accommodation of bicycles in a mixed-flow configuration with vehicles using traffic calming features such as curb extensions and raised intersections and crossings to improve pedestrian conditions. This alternative represents minimal change in terms of revising the existing curblines.

### Scope of Work

- Implement 'super-sharrows' along the corridor in both travel directions.
- Expand curb extensions at intersections and the mid-block crossing at Allen Street.
- Implement a raised intersection at S. Main St./Lebanon St.
- Maintain existing conditions for parking stalls / back -out space. Note: existing 60-degree parking stalls and receiving lane widths do not meet current ITE recommended dimensions. We maintained existing dimensions where there is angled parking in Alternative 1 as it appears to function well currently.

### Pros

- Enhances awareness of bicyclists
- Improves crossings and pedestrian safety
- Slows vehicle turning speeds
- Addresses accessibility issues
- Minimal reduction to the number of on-street parking spaces
- Minimal curb work
- Least expensive alternative

### Cons

- Does not provide a high level of comfort for all 'ages and abilities' bicyclists
- Parking loss of 2 spaces (3%)
- Little opportunity to widen sidewalks and incorporate additional streetscape elements

- Angled head-in parking occupies a lot of space within the ROW. Angled back-out parking is considered less safe compared to parallel parking with respect to bicyclist safety.

## ALTERNATIVE 2 - CYCLE TRACK / WIDER SIDEWALKS

Alternative 2 represents the greatest enhancement of bicycle and pedestrian accommodations with parking reconfigured to parallel, protected bike lanes/cycle tracks in both directions and increased sidewalk width in some areas. For South Main Street we assume that the cycle tracks are developed at sidewalk level similar to this photo from Cambridge, MA:



### Scope of Work

- Implement cycle track in both travel directions with 3-foot parking buffer
- Convert all on-street parking to parallel parking
- Implement curb extensions
- Implement raised intersections at S. Main/Lebanon
- Widen sidewalks
- Implement streetscape elements where space permits
- Provide bike boxes at signalized intersections



### Pros

- Provides enhanced pedestrian accommodations and high comfort bicycle accommodations in both directions
- Provides designated space for exclusive bicycle use in both directions
- Improves crossings and pedestrian safety
- Slows vehicle turning speeds
- Addresses accessibility issues
- Gain sidewalk width in several locations
- Provides several opportunities for streetscape elements to be implemented
- Removes angled, head-in parking which allows for better space allocation for other modes and improves bicycle safety

### Cons

- Loss of 31 parking spaces
- Involves more construction/expense
- Removes northbound exclusive right turn lane at Lebanon Street intersection which requires a modification to the lane use at the Maple/South intersection in the NB direction. This may result in additional vehicle delay/queuing. Traffic counts are needed to understand how signal operations/capacity would be impacted by this concept.

## ALTERNATIVE 3 - SHARED LANES / WIDER SIDEWALKS / SOUTHERN CYCLE TRACK

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Alternative 3 represents the greatest enhancement of sidewalk space with ample room for sidewalk dining, walking, seating and landscaping. In this alternative, parking is reconfigured to parallel and shared lanes in both directions are provided for bicycles on the block between Wheelock Street and Lebanon Street. Bike lanes and bike boxes are provided at intersection approaches with left turning lanes to help facilitate bike turning movements. South of Lebanon Street the one-way cycle tracks are similar to those shown in Alternative 2.

One possible option for the block between Wheelock Street and Lebanon Street would be to develop it as a curbsless, shared street which provides flexibility for the use of the street for festivals and street events. Examples of similar street designs are shown below:



Argyle Street, Halifax

A video explaining the Halifax street design can be found through this link:  
<https://www.youtube.com/watch?v=feW5RycrhbU>



**Argyle Street, Chicago**

<https://www.site-design.com/argyle-streetscape/>



**Bell Street, Seattle**



**Union Street, Boston.**

### **Scope of Work**

- Convert all on-street parking to parallel parking
- Install sharrows for shared use travel (Wheelock Street to Lebanon Street)
- Install raised cycle track south of Lebanon Street to southern limits
- Implement bike lane and bike boxes at S. Main/Wheelock, S. Main / Lebanon and S. Main/Maple
- Implement curb extensions
- Implement raised crosswalk just south of Allen Street
- Implement raised intersections at S. Main/Lebanon
- Widen sidewalks
- Implement streetscape elements where space permits

### **Pros**

- Provides enhanced pedestrian accommodations
- Enhances awareness of bicyclists
- Provides designated space for exclusive bicycle lane/bike box at intersections with left turning maneuvers
- Improves crossings and pedestrian safety
- Slows vehicle turning speeds
- Addresses accessibility issues
- Significant gain in sidewalk width in most locations
- Provides several opportunities for streetscape elements to be implemented
- Removes angled head-in parking which allows for better space allocation for other modes and improves bicycle safety

### **Cons**

- Loss of 31 parking spaces
- Involves more construction/expense



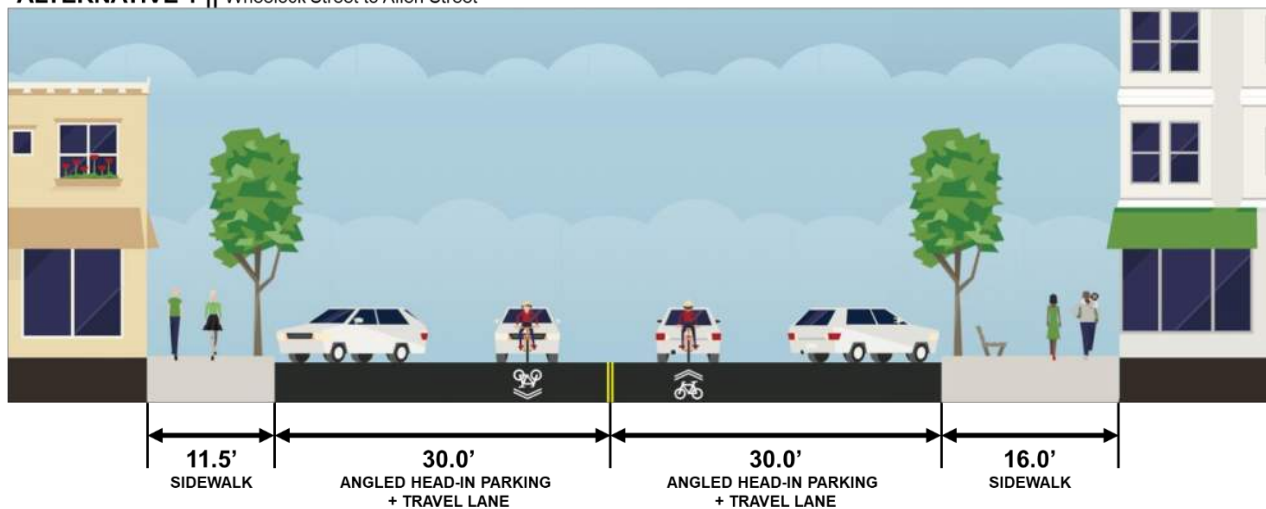
- Removes northbound exclusive right turn lane at Lebanon Street intersection which requires a modification to the lane use at the Maple/South intersection in the NB direction. This may result in additional vehicle delay/queuing. Traffic counts are needed to understand how signal operations/capacity would be impacted by this concept.
- Does not provide a high level of comfort for all 'ages and abilities' bicyclists

## PROPOSED CROSS SECTIONS

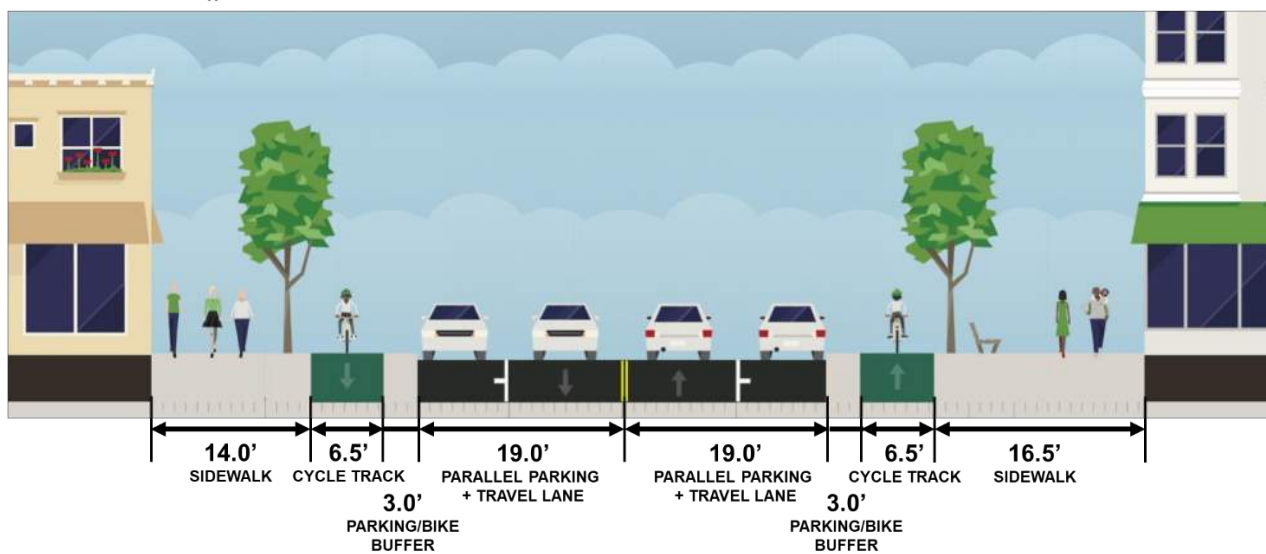
Available Right-Of-Way varies along the South Main Street corridor and as a result it was broken down into four segments to depict proposed cross sections.

### Segment 01 – Wheelock Street to Allen Street (Building to Building Width = 87.5')

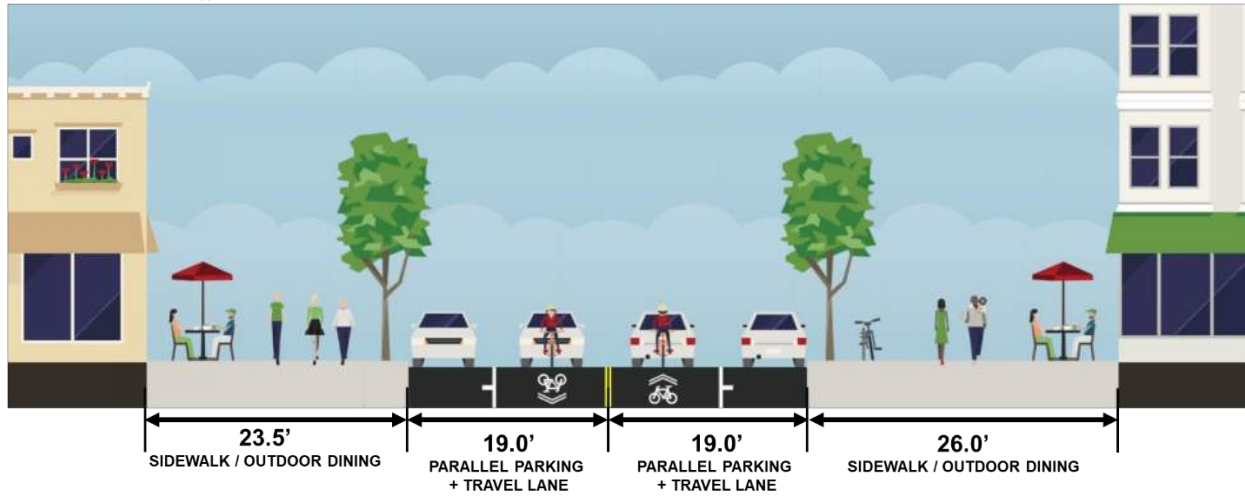
**ALTERNATIVE 1** || Wheelock Street to Allen Street



**ALTERNATIVE 2** || Wheelock Street to Allen Street

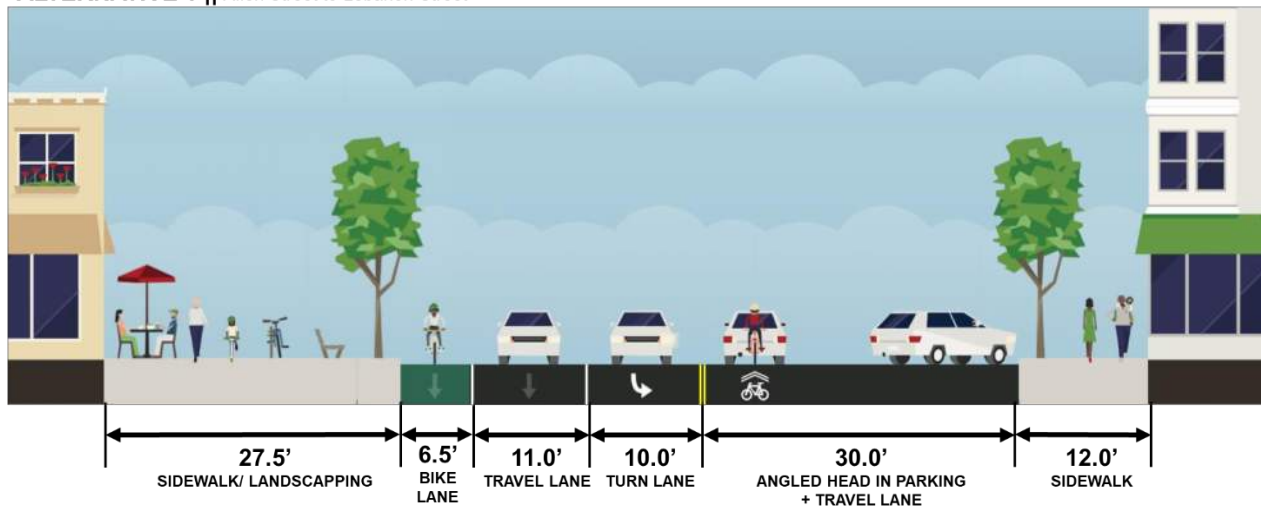


**ALTERNATIVE 3** || Wheelock Street to Allen Street

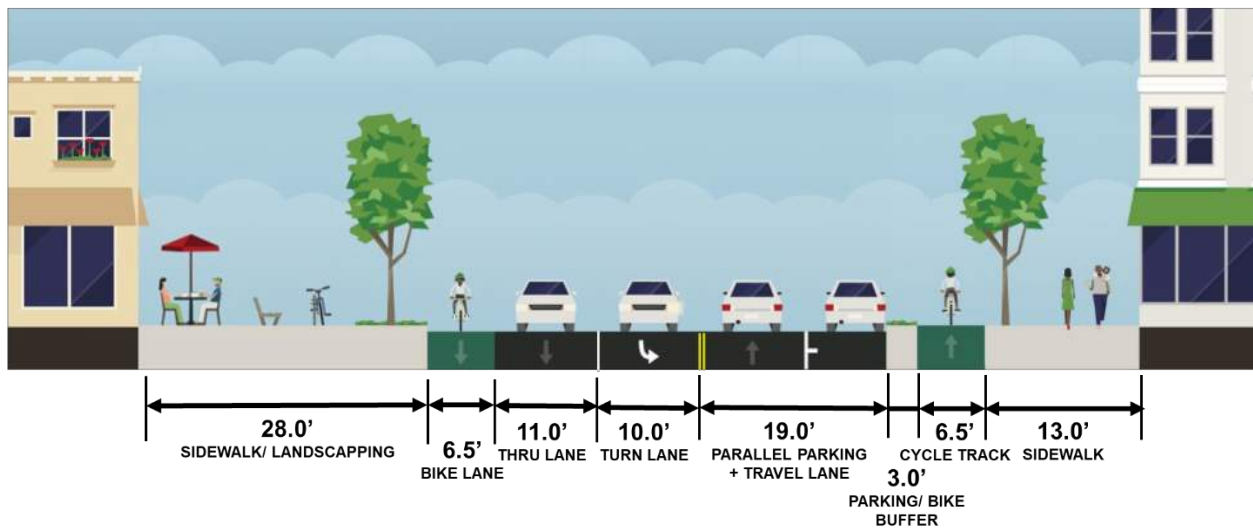


**Segment 02 –Allen Street to Lebanon Street (Building to Building Width = 97')**

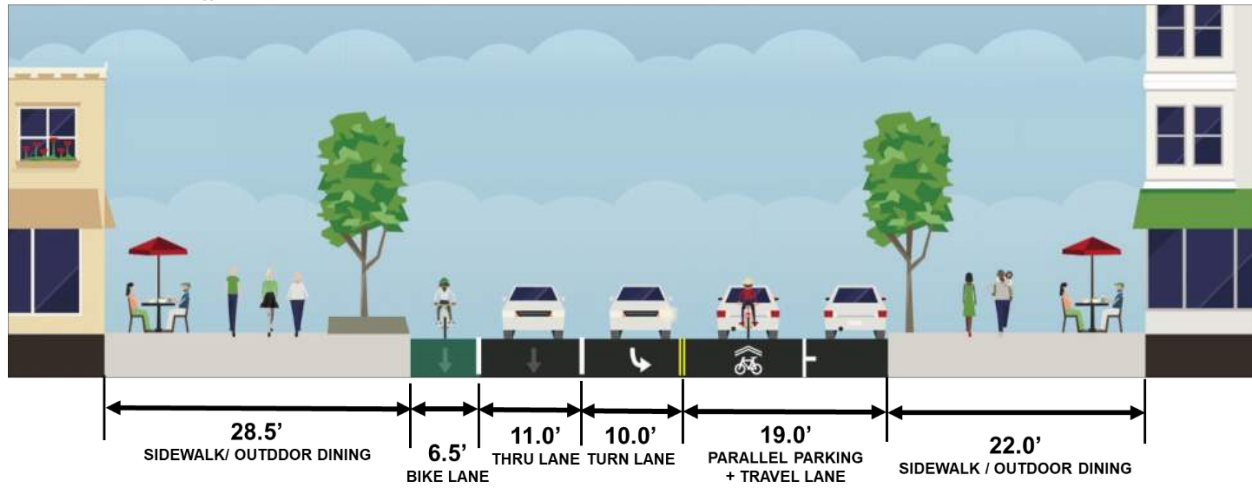
**ALTERNATIVE 1** || Allen Street to Lebanon Street



**ALTERNATIVE 2** || Allen Street to Lebanon Street

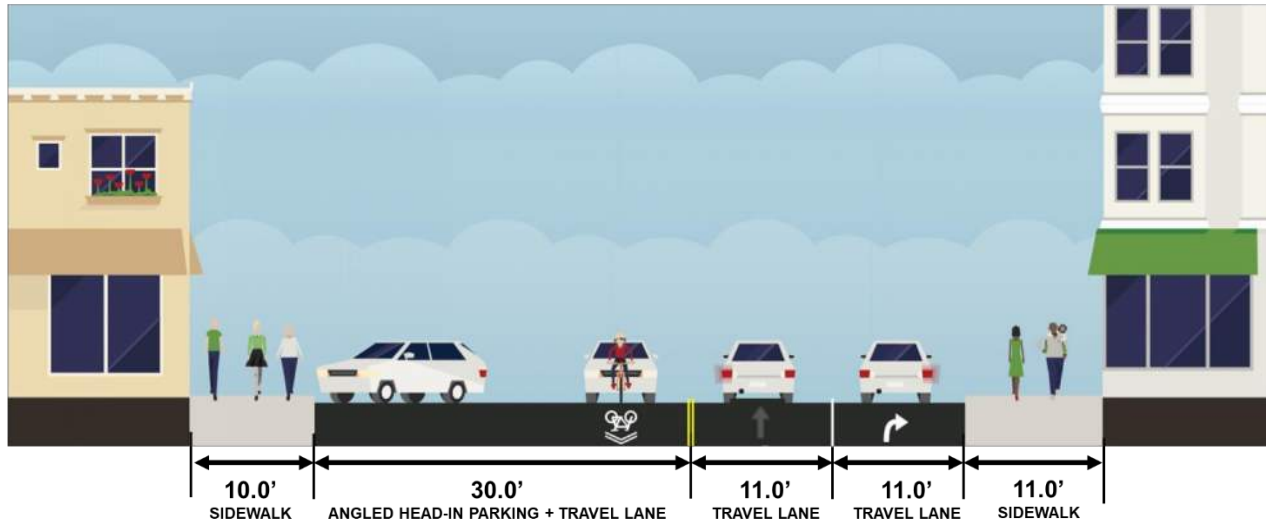


**ALTERNATIVE 3** || Allen Street to Lebanon Street

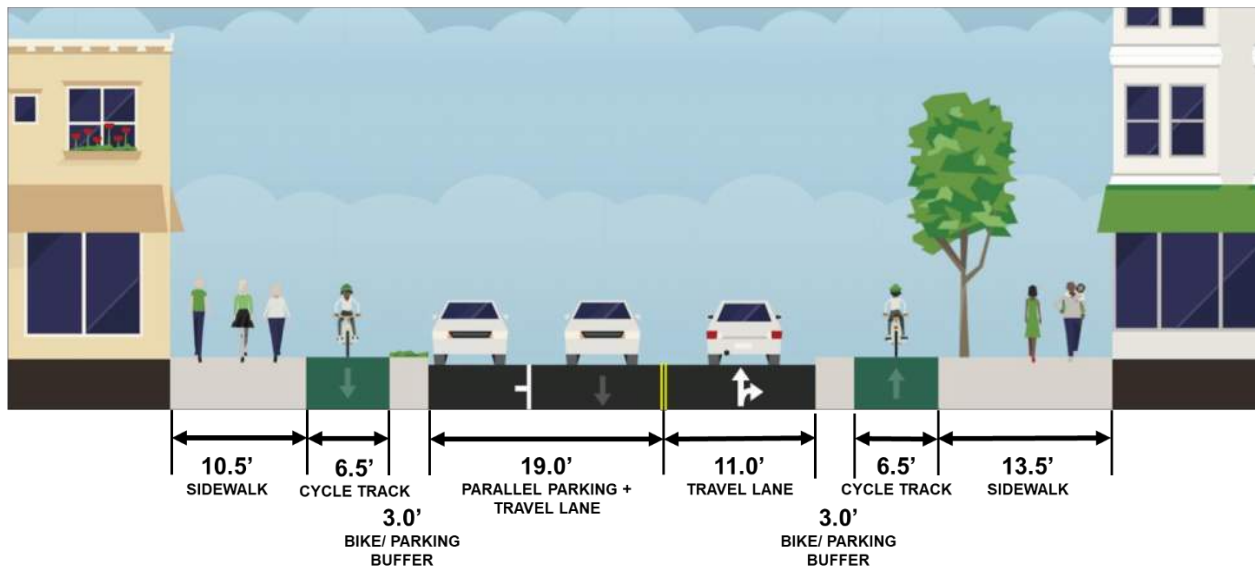


**Segment 03 – Lebanon Street to Maple Street (Building to Building Width = 73')**

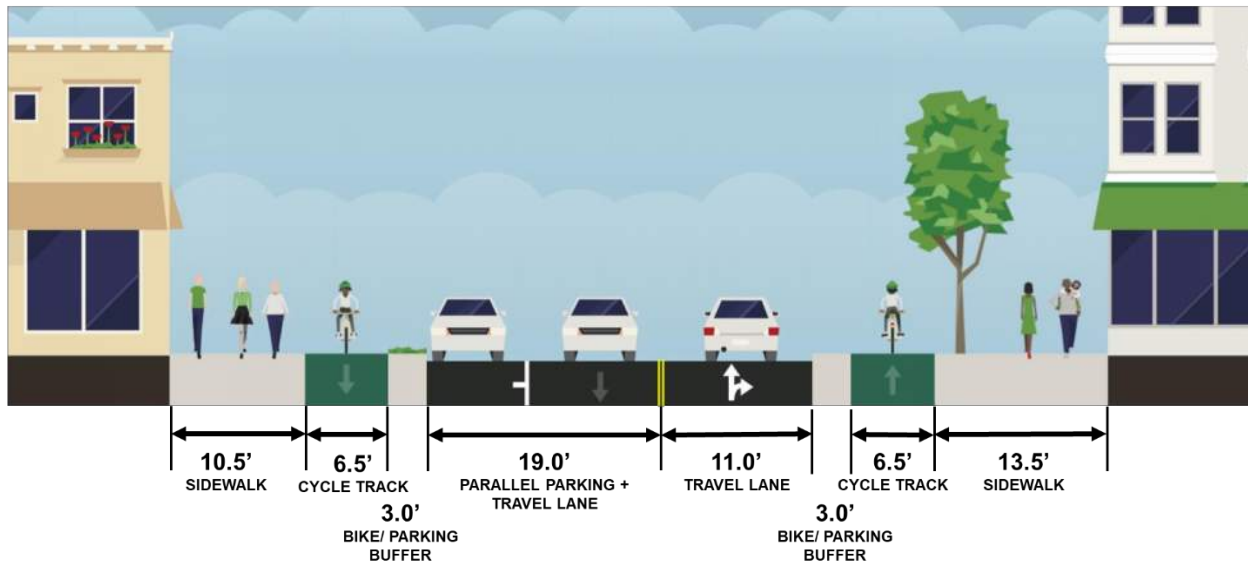
**ALTERNATIVE 1** || Lebanon Street to Maple Street



**ALTERNATIVE 2** || Lebanon Street to Maple Street

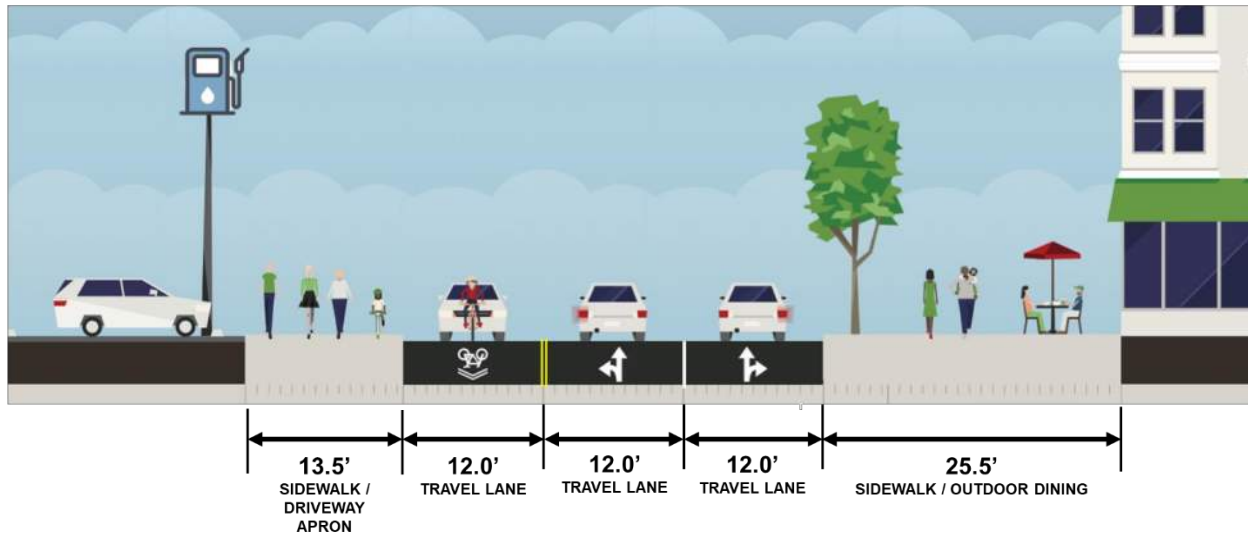


**ALTERNATIVE 3** || Lebanon Street to Maple Street

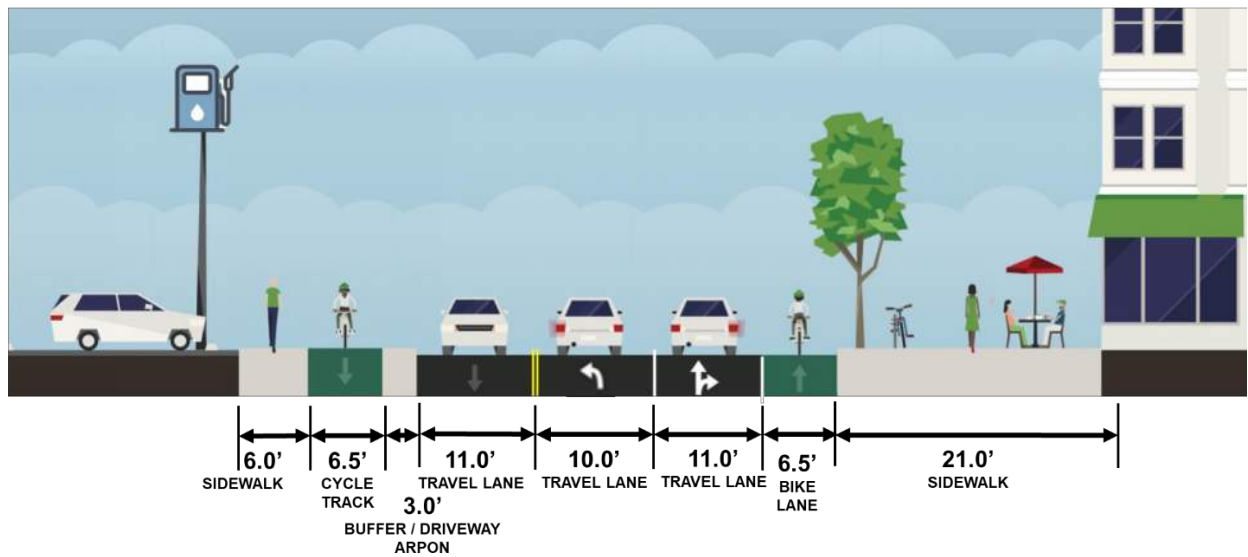


**Segment 04 –Maple Street to Dorrance Place (ROW Width = 77')**

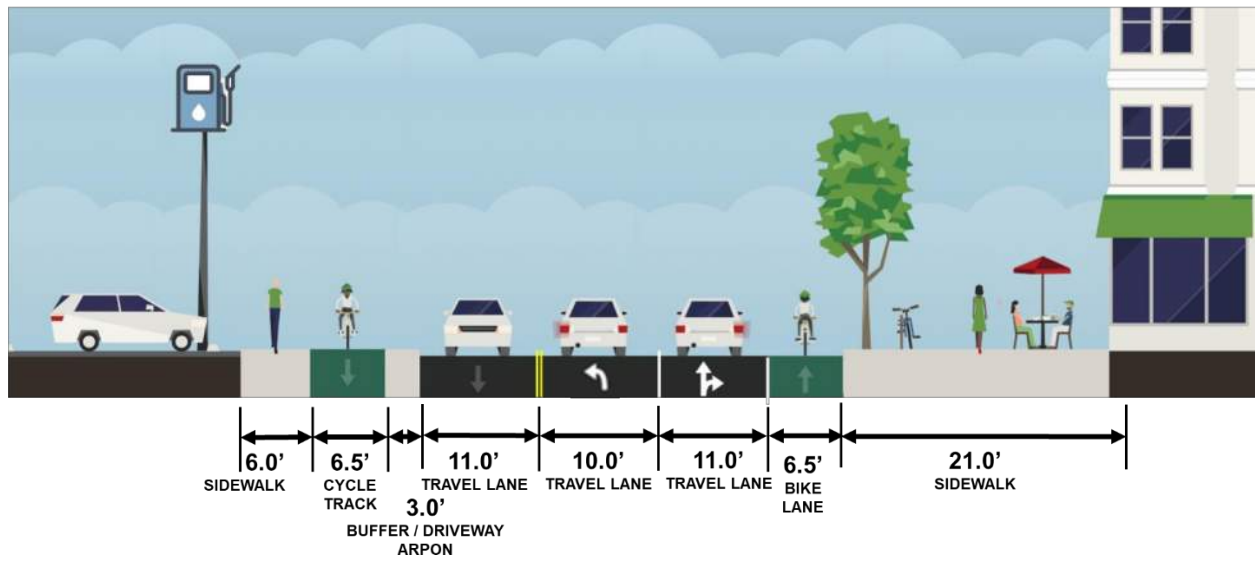
**ALTERNATIVE 1** || Maple Street to Dorrance Place



**ALTERNATIVE 2** || Maple Street to Dorrance Place



**ALTERNATIVE 3** || Maple Street to Dorrance Place

















### Main & Lebanon Street reconstruction GPI concept #3

Description	Number	Units	Unit price	Total
Mobilization	1	LS	\$100,000	\$100,000
Concrete removal	5000	SY	\$50	\$250,000
curb removal	2000	LF	\$15	\$30,000
excavation and disposal of soils	8445	CY	\$55	\$464,475
Bank Run Gravel Base	7622	TN	\$85	\$647,870
Crushed Gravel	1906	TN	\$85	\$162,010
Asphalt Pavement	1761	TN	\$180	\$316,980
Markings	3500	LF	\$3	\$10,500
Curb replacement	2500		\$75	\$187,500
Sewer Manhole rehab	11	EA	\$20,000	\$220,000
Sewer main upgrade	1410	LF	\$350	\$493,500
Roof leader seperation	650	LF	\$150	\$97,500
Water main Replacement	2000	LF	\$500	\$1,000,000
Water Services	1275	LF	\$250	\$318,750
Hydrants	5	EA	\$10,000	\$50,000
Catch Basins	30	EA	\$5,500	\$165,000
Storm Drains	2000	LF	\$120	\$240,000
Tree Removal	19	EA	\$1,000	\$19,000
Lighting removal	1	LS	\$5,000	\$5,000
Sidewalk Base Gravel	8128	TN	\$45	\$365,760
Sidewalk crushed Gravel	2032	TN	\$60	\$121,920
Raised crosswalk	83	SY	\$150	\$12,450
Raised intersection	622	SY	\$150	\$93,300
Signal replacement	2	EA	\$500,000	\$1,000,000
conduit & lighting wires	3500	LF	\$40	\$140,000
pull boxes	6	EA	\$1,500	\$9,000
Lighting LED	20	EA	\$20,000	\$400,000
Concrete Sidewalk	6590	SY	\$120	\$790,800
Trees & grates & structural soil	50	EA	\$5,000	\$250,000
Hazardous soils allowance (near gas station)	1	LS	\$100,000	\$100,000
Banner raising system	1	LS	\$250,000	\$250,000
Temporary controls	1	LS	\$400,000	\$400,000
Construction Total				\$8,711,315
Insurance & Bonds 5%				\$304,896
Design & Construciton Inspection 15%				\$1,306,697
contingency 30%				\$2,613,395
Total				\$12,936,303

loan repayment

Rate 4.00%

Term 20

**Appendix C**  
**Adoption of RSA 162-K**

**Hanover Town Meeting**  
**May 12, 1998**  
**(excerpt of the minutes)**

**ARTICLE SEVEN:** Shall we adopt the provisions of RSA 162-K, creating authority to establish municipal economic development and revitalization districts?

Selectman Walsh moved that the Town vote to adopt the provisions of RSA 162-K of the New Hampshire Revised Statutes Annotated creating authority to establish municipal economic development and revitalization districts. The motion was seconded by Selectman Connolly. Moderator Bird re-read the motion of Selectman Walsh. By a voice vote, the audience was in favor of proceeding to vote on Selectman Walsh's motion...

There being no further discussion, a voice vote was taken on Selectman Walsh's motion. The motion PASSED and Article Seven was ADOPTED



# TOWN *of* HANOVER

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**TO:** Selectboard  
**FROM:** Robert Houseman, Town Manager  
**DATE:** March 31, 2025

**SUBJECT: Monthly Town Manager's Update**

## **Fire** **Staffing Update**

- Vacancies:
  - There is one firefighter vacancy, and interviews with three candidates are scheduled for next week.
  - All candidates have certifications; one is a certified paramedic.

## **Training:**

- The Greensboro Road training burn was a success, offering members valuable real-life fire evolutions. The training was made possible with the support of the neighborhood and the Town.
- On April 2, Hanover Fire will participate in a joint swift-water rescue drill on the Mascoma River with Lebanon and Hartford Fire Departments.
  - The drill will cover techniques for rescuing people from various swift-water hazards.
  - Hanover Fire is part of a regional swift-water rescue team that responds in NH and VT.
  - Members were deployed twice last summer to assist with rescues and recoveries during flooding events in Vermont.

## **Planning, Zoning, and Codes**

### **Staffing Update**

- Vacancy: Rental Housing Inspector, interviews to be scheduled over the next two weeks.

## **Public Works**

### **Staffing Updates**

- **New Hires:**
  - **Building Technician:** Nicholis Wright started on March 31
- **Vacancies:**
  - **Light/Heavy Equipment Operator**

### **Projects & Programs**

- **LED Utility Light Replacement:** Staff recommends the use of NHSaves rebate should cover remaining costs.

### **Infrastructure & Maintenance**

- Meter replacement -40% complete. Postcards mailed and door-to-door visits underway. All properties on town water/sewer must upgrade meters.

### **Other Matters**

- **Road Bans:** Spring thaw restrictions are in effect; commercial trucks need permits.

### **Police Department**

#### **Staffing Updates**

- **Police Department/ Communications Division:**
  - Communications Officers: Two candidates completed written exams; interviews soon.
  - The department participated in Job Fairs this past month at Plymouth State and Norwich University to recruit Communications Officers

### **Outreach/Community Engagement**

- "HPD: The Voice" video series launching soon.

### **Future events**

- Planning a mock active shooter exercise for July 2025 at Dartmouth College with Dartmouth Safety & Security, Emergency Management, and Hanover Fire Department. Monthly meetings are underway.
- Expanding partnerships with regional agencies; planning a tabletop exercise.

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## INTEROFFICE MEMORANDUM

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**TO:** SELECTBOARD

**FROM:** PETER KULBACKI, P.E., DIRECTOR OF PUBLIC WORKS

**SUBJECT:** AUTHORIZATION REQUEST FOR ALLICATION OF NHSAVES REBATE TO COMPLETE ORNAMENTAL LED STREETLIGHT REPLACEMENTS

**DATE:** 3/24/25

**CC:** ROB HOUSEMAN, ELLEN BULLION

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The town received a Department of Energy (DOE) grant of \$271,000 with a local share of \$129,000 (\$32.25%) to change inefficient utility owned streetlights. All of the utility owned streetlights in Hanover have been replaced with LED network controllable lights as of July 2024. The project budget is \$400,000, we have spent \$273,000, leaving \$127,000 unexpended.

We asked DOE if the town owned ornamental streetlights, on Main, Allen, West Wheelock, and Lebanon Street would be eligible under the grant. DOE indicated that they would be at the same share as the utility owned lights. The cost to replace the ornamental lights is \$81,308. We moved forward with our contractor in November to order the lights after a long search for a network controllable retrofit light. The lights while assembled in the US, many of the components are not which required a BABA waiver.

In early January I requested a BABA waiver. After the initial acknowledgement, there has not been any response. To ensure there are adequate funds to complete the work which the contractor has begun, I am asking the Board to allocate the NHSaves rebate to the project. If the DOE responds with a waiver and reimburse the town, I would request the funds be reallocated to energy improvements including doors, windows and HVAC system.

**Request:**

**That the Select Board:**

**allocate \$27,36.78 NHSaves rebate to replace the town owned ornamental streetlights and in the event the Department of Energy reimburses the town the federal share, the funds be reallocated to other energy improvements approved by the Town Manager.**

**SELECTBOARD MEETING  
March 24, 2025**

**7PM - MUNICIPAL OFFICE BUILDING - HANOVER, NH**

The meeting of the Selectboard was called to order at 7p.m. by C. Callaghan, Chair.

Also present were: Joanna Whitcomb, Vice Chair, Athos Rassias, Selectboard Member, Rob Houseman, Town Manager, Jennie Chamberlain, Selectboard Member, Jarett Berke, Selectboard Member; Ellen Bullion, Finance Director

Absent: None

**1. Opening of Meeting**

**a. Call to Order**

C. Callaghan called the meeting to order and adjusted the order of the agenda.

**3. Agenda Review**

Public comment will be first. Budget discussion will be moved ahead of public hearings.

**5. Public Comment**

**a. Public may address the Board**

Dave Chaffee, Etna spoke about the Bressett Trust and requested to utilize \$4500 of funds for the Memorial Day celebration. He explained the funds would cover a large tent and a band. He gave additional information about the programming planned.

Some discussion continued between R. Houseman, the Board, and K. Asmus regarding getting the funds reimbursed by the fund.

**At 7:10 pm J. Berke MOVED to give consent to submit a request to Bressett Fund for up to \$4500 to support the 2025 Memorial Day Celebration as outlined by Dave Chaffee. J. Whitcomb SECONDED. All in favor**

Adrienne Coutermarsh, Town employee, requested the Board make it a Board priority to ensure a policy regarding the sharing and storage of sensitive employee personal information is put into place as soon as possible. She gave background information on the topic.

David Vincelette, 93 Lebanon St mentioned he received a letter from Rob Houseman in March relating to asphalt waste. He gave background and historical information about the topic. He addressed letters received from NH DES. He recapped their findings. He has been bringing this information to the board for 20 years and would like to know how the public was notified this material was going to be used on the roads and when Hanover will admit to polluting the water ways.

A. Rassias arrived at this time.

**Item 7b Approval of FY26 Budget (Discussion)**

E. Bullion prepared an analysis of budget options for Board consideration. The three options keep the budget in line with inflation.

R. Houseman thanked her for her work on this item in his absence. He also noted the proposed cut options show that the zero-based budget process was a successful process and that he is not an advocate for implementing the cuts at this time.

C. Callaghan noted the presence of Finance Committee members: Greg Snyder, John Dolan, and Kari Asmus.

Selectboard

March 24, 2025

E. Bullion presented the options to the Board:

Following the March 10th meeting, the Selectboard directed Town staff to develop budget scenarios that included additional use of fund balance and/or potential reductions to department budgets. The analysis focused on the General and Fire Funds, both supported by tax dollars, and calculated the resulting tax rate increase over last year's rate. The documents provided include the build-up of the scenarios, the resulting Undesignated Fund Balances and the impact on the Municipal and total tax rate.

GENERAL FUND - Four scenarios were developed for the General Fund:

- Use of \$200K Fund Balance to buy down the tax rate to stay in line with inflation - resulting in 3.8% increase
- Use of \$190K Fund Balance to pay for one-time expense of DPW Storm Water Study- resulting in 3.8% increase
- Discontinue curbside recycling, resulting in \$292,429 reduction to DPW budget and tax levy- resulting in 3.0% increase
- Utilize \$82K of proposed department budget reductions, some with operational and service impacts - resulting in 4.7% increase

The Board discussed the options.

J. Whitcomb is not in favor of option three. It is too soon to discontinue the curbside recycling program. The Sustainability Committee and DPW are actively working on this. C. Callaghan agreed this isn't the time to make that change on short notice.

Discussion ensued. J. Berke agreed, but believes the residents have a misunderstanding about how much of what they put out is recycled verses what the Town pays for.

J. Chamberlain is concerned about cutting the tax rate when we know we have many large capital projects coming in the future and should be investing in these projects, considering the triple bottom line of fiscal health, sustainability and equity, rather than cutting the tax rate and kicking the can down the road.

E. Bullion provided additional information about the balances and the worksheet numbers.

Finance committee members spoke:

Greg Snyder noted the Hanover Finance Committee will provide its annual statement on the budget prior to town meeting. He made a general statement on behalf of the Committee tonight. The budget process to date has been exemplary.

Kari Asmus (as an individual) commented on the great conversation among the Board on March 10<sup>th</sup>.

She addressed the difference between using one-time monies for one-time needs verses using one-time monies for operating costs. She reviewed some of the budget guidelines.

Board discussion continued.

J. Chamberlain is in favor of the original budget proposed by staff with a 5+% increase based on a zero-based budgeting process and investing any excess undesignated fund balance in identified capital projects.

J. Berke would like to see the undesignated fund balance down to 15%. Option two as presented seems to be where the Board is leaning. He is in favor of the lower tax rate. Curbside recycling should be prioritized to look at later in the year to see whether it is in the best interest of the taxpayers or not. If not, it should be eliminated.

R. Houseman gave some information about the recycling contact timeline.

E. Bullion noted the amount needed to bring the UFB to 15% is \$168,000. If they can find one-time uses for that amount of funds to be allocated, the tax rate increase would be 2.5%.

One-time uses for funding were discussed.



J. Whitcomb suggested and the majority of the Board agreed to the following plan:

- option 2: Use of \$190K Fund Balance to pay for one-time expense of DPW Storm Water Study, and
- use Fund Balance for \$100,000 of overlay and \$10,000 for assessing peer review as one-time uses
- these adjustments total \$300,000 which gets the tax rate increase to 3% and the fund close to 15%. (15.32)

J. Chamberlain asked some additional questions about process of setting rates and fees, budgeting and future consequences. She would prefer to fund known future expenses rather than buy-down the tax rate.

Additional reiteration of opinions continued.

Greg Snyder agreed with bringing the tax rate in line with inflation and having the UDF close to 15%. The Finance Committee would support that.

#### FIRE FUND

E. Bullion reviewed the blended tax rate with the changes discussed tonight and incorporating Fire fund, the increased tax rate would be 3.7%

K. Asmus noted the budget is not fully accessible on the website. Spreading out the budget meetings is an improvement, but the budgets from that first meeting are not available to the public.

R. Houseman noted there is a transfer occurring for online services and the new system will be much more user friendly.

## 2. Public Hearing

### a. FY26 Budget

No additional public comments were given at this time.

J. Berke summarized a few emails he received on the topic.

**At 8:25 pm A. Rassias MOVED to approve the FY26 Budget as amended March 25, 2025, by the Board.**

**J. Berke SECONDED. Four in favor with J. Chamberlain opposed**

Public hearing was closed.

### b. South Main and West Wheelock TIF District

Public Hearing has been postponed to the April 7, 2025, Selectboard Meeting

**At 8:27 pm J. Whitcomb MOVED to postpone the public hearing on the TIF to April 7, 2025.**

**A. Rassias SECONDED. All in favor**

## 4. Announcements/Recognition

R. Houseman recognized the 5-year anniversaries of employees.

## 6. Business Requiring Discussion

### a. Review Capital Reserve Funds Budget Based AG Architect Recommendations

The current and proposed space needs and facilities upgrades were provided in an assessment by the AG Architects. Due to the hour, the discussion was postponed.

### b. South Main and West Wheelock TIF District Warrant Review

Selectboard

March 24, 2025

R. Houseman noted the TIF document has been updated to include cost estimates for South Main St. Counsel has reviewed and agrees it is appropriate and consistent with State law. This will be discussed at the next meeting.

## **7. Business Requiring Action**

### **a. Recommendation to set a Public Hearing on Monday, April 7, 2025, at 7:00 pm for the Pre-Town Meeting Public Hearing including approval of the Town Meeting Warrant**

Action Requested: Set a Public Hearing on Monday, Monday, April 7, 2025, for the Pre-Town Meeting Public Hearing.

**At 8:33 pm C. Callaghan MOVED to Set a Public Hearing on Monday, April 7, 2025, for the Pre-Town Meeting.**

**J. Whitcomb SECONDED. All in favor**

J. Whitcomb will not be present at that meeting.

### **b. Approval of FY26 Budget**

E. Bullion prepared an analysis of budget options for Board consideration. The three options keep the budget in line with inflation.

Action Requested: Approval of the FY26 Budget as presented or as modified by the Selectboard.

See above.

### **c. Approval of March 10, 2025, Selectboard Minutes**

**At 8:33 pm J. Berke MOVED to approve the March 10, 2025, minutes as submitted.**

**A. Rassias SECONDED. All in favor**

### **d. Approval of Items by Consent**

#### **i. Donations – Etna Library**

- \$100.00 given by Jerry and Pat Balkom
- \$250.00 from George and Dominique Lightbody

#### **ii. Donations – Parks and Recreation**

- \$500.00 given by Margery Phillips

#### **iii. Banner Requests s – CHaD, Prouty, The Early Care and Education Association**

- 2025 CHaD HERO banner has been requested to bring awareness to the event which raises funds for Children's Hospital at Dartmouth
- 2025 Prouty banner has been requested to bring awareness to the event which raises funds to support cancer research and patient supportive services at Dartmouth Cancer Center
- "Thank an Early Educator for Helping Upper Valley Grow" banner celebrating educators of children from birth to 5 years has been requested by the Early Care and Education Association

#### **iv. Light Pole Banner Requests – CHaD Hero and New England School for the Arts**

- 2025 CHaD HERO light pole banners have been requested to bring awareness to event which raises money for Children's Hospital at Dartmouth
- New England School of the Arts is requesting light pole banners for a fundraising concert supporting scholarships and programming needs.

Action Requested: Approval of the Consent Agenda as presented.

**At 8:34 pm A. Rassias MOVED to approve the Consent Agenda as presented. J. Whitcomb SECONDED. All in favor**

## **8. Selectboard Reports**

## Selectboard

March 24, 2025

- A. Rassias
  - Conservation Commission
- J. Whitcomb
  - Sustainable Hanover
- C. Callaghan
  - Finance Committee
- J. Berke
  - Downtown group
    - Parking meeting updates and ideas
- J. Chamberlain
  - Conservation Commission \$15k to purchase Headwaters property
  - Planning Board public hearing

## Other Business

Discussion on proposed state legislation.

## 9. Adjournment

Per NH RSA 91-A:3:II A, B, D, E and L, the Selectboard needed to attend a non-public session. The Board moved and took a roll call vote to enter the non-public session.

**At 8:47pm A. Rassias MOVED to enter nonpublic session. J. Whitcomb SECONDED.**

**Roll call vote: Whitcomb- yes, Rassias- yes, Callaghan- yes, Chamberlain- yes, Berke- yes**

The board entered non-public session at 8:47pm.

Respectfully Submitted,

Jessica Marchant

**SUMMARY**

**Item 5**

**At 7:10 pm J. Berke MOVED to give consent to submit a request to Bressett Fund for up to \$4500 to support the 2025 Memorial Day Celebration as outlined by Dave Chaffee. J. Whitcomb SECONDED. All in favor**

**Item 2a**

**At 8:25 pm A. Rassias MOVED to approve the FY26 Budget as amended March 25, 2025, by the Board.  
J. Berke SECONDE - Four in favor with J. Chamberlain opposed**

**Item 2b**

**At 8:27 pm J. Whitcomb MOVED to postpone the public hearing on the TIF to April 7, 2025.  
A. Rassias SECONDED. All in favor**

**Item 7a**

**At 8:33 pm C. Callaghan MOVED to Set a Public Hearing on Monday, April 7, 2025, for the Pre-Town Meeting.  
J. Whitcomb SECONDED. All in favor**

**Item 7c**

**At 8:33 pm J. Berke MOVED to approve the March 10, 2025, minutes as submitted.  
A. Rassias SECONDED. All in favor**

**Item 7d**

**At 8:34 pm A. Rassias MOVED to approve the Consent Agenda as presented. J. Whitcomb SECONDED. All in favor**

**Item 9**

Per NH RSA 91-A:3:II A, B, D, E and L, the Selectboard needed to attend a non-public session. The Board moved and took a roll call vote to enter the non-public session.

**At 8:47pm A. Rassias MOVED to enter nonpublic session. J. Whitcomb SECONDED.**

**Roll call vote: Whitcomb- yes, Rassias- yes, Callaghan- yes, Chamberlain- yes, Berke- yes**

The Board entered non-public session at 8:47pm.