

## NOTICE OF PUBLIC MEETING SELECTBOARD

**Monday, May 5, 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. Public Hearing – 0 Minutes**
  - a. None
- 3. Agenda Review – 3 Minutes**
  - a. Agenda Review
- 4. Announcements/Recognition – 0 Minutes**
  - a. None
- 5. Public Comment – 15 Minutes**
  - a. Public may address the Board
- 6. Business Requiring Discussion – 30 Minutes**
  - a. FY 2025 Budget Overview
  - b. Review FY 2025 Selectboard OKR (Objectives and Key Results)
  - c. Selectboard Warrant assignment and Selectboard Poll Coverage schedule
- 7. Town Manager Monthly Report – 10 Minutes**
  - a. Town Manager Report
- 8. Business Requiring Action – 60 Minutes**
  - a. Approval of March 24, 2025, April 7, 2025, and April 14, 2025, Selectboard Minutes
  - b. Donation Request – Storrs Pond Recreation Area on behalf of The Hanover Improvement Society from the Bressett Fund.
  - c. Approval of Items i to viii by consent
    - i. Administrative Abatement – 16 Occom Ridge, Hanover, NH
    - ii. Appointments – Conservation Commission; alternate member, CIPC School Board Member, and Election Official
    - iii. Grant – Etna Library
    - iv. Donations – Etna Library
    - v. Donations – Fire Department
    - vi. Donation – Parks and Recreation
    - vii. Light pole banner request – Hood Museum of Art
    - viii. Banner requests – Hanover Parks and Recreation, Hopkins Center, 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.*

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# TOWN *of* HANOVER

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## MEMORANDUM

**TO:** Selectboard Members  
**FROM:** Robert Houseman, Town Manager  
**DATE:** MAY 1, 2025

**SUBJECT:** Information for the Selectboard for May 5, 2025

### **Business Requiring Discussion**

#### **a. FY25 Budget Overview**

The Budget information will be sent in a separate email.

#### **b. Review FY 2025 Selectboard OKR (Objective and Key Results)**

Please see additional information included in the Selectboard meeting materials packet.

#### **c. Selectboard Warrant assignment and Selectboard Poll Coverage schedule**

Please see additional information included in the Selectboard meeting materials packet.

### **Town Manager Monthly Report**

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

Please see the report included in the Selectboard meeting materials packet.

### **Business Requiring Action**

#### **a. Approval of March 24, 2025, April 7, 2025, and April 14, 2025, Selectboard Minutes**

**Action Requested:** Approve March 24, 2025, April 7, 2025, and April 14, 2025, Selectboard Minutes

**Suggested Motion:** *I move to approve March 24, 2025, April 7, 2025, and April 25, 2025, Selectboard minutes as written.*

#### **b. Donation to Storrs Pond Recreation Area on behalf of The Hanover Improvement Society from the Bressett Fund**

## Staff Analysis

### Compliant with Bressett Fund Guidelines

- **Swim lesson staffing, administration, and insurance – \$40,000**
  - Supports seasonal personnel delivering community youth swim instruction.
  - Clearly benefits Hanover residents and is programmatic and operational.
- **Tennis program staffing and supplies – \$8,000**
  - Covers wages for instructors and expendable program materials (balls, racquets).
  - Directly tied to ongoing youth and adult educational programming.
- **Family scholarships – \$10,000**
  - Promotes equitable access for underserved families.
  - Aligns with Bressett's focus on broad community benefit and inclusion.

### Eligible Program Equipment (not bricks and mortar)

- **Watercraft replacement (kayaks, canoes, paddleboards, paddles) – \$5,100**
  - Acceptable as non-capital, seasonal-use gear essential to program delivery.
- **Personal Flotation Devices (PFDs) – \$1,000**
  - Likely eligible as safety equipment used by participants.
  - Consumable nature supports non-capital classification.
- **Lifeguard chair and rescue board – \$3,500**
  - Are safety tools required for programming, not facility upgrades.

**Action Requested:** Approve the donation from the Bressett Fund on behalf of The Hanover Improvement Society in the amount of \$67,000 for the Storrs Pond Recreation area. (See the full request included in the Selectboard meeting materials packet).

**Suggested Motion:** *Subject to the Bressett Fund compliance approval by the Trustees of the Trust Funds, I move to approve the donation from the Bressett Fund and, on behalf of The Hanover Improvement Society, in the amount of \$67,000 for the Storrs Pond Recreation area.*

### c. Approval of Items i to viii by Consent

- i. Administrative abatement – 16 Occom Ridge, Hanover, NH
- ii. Appointments

- Ken McEnaney Conservation Commission alternate member
- Renee Sullivan CIPC School Board member
- Rob Starkey, Janet Starkey, Michelle Schembri, and Sandra Scheidt  
- Election Officials
- iii. \$7,000 Grant from Dorothy Byrne for costs associated with building additional bookcases at Etna Library
- iv. Etna Library Donations
  - \$20.00 from Jeremy Merritt and Emily Biolsi
  - \$100.00 from Scott Hammond
  - \$300.00 NH Humanities Council, Inc
- v. Fire Department Donations
  - Vehicle from the Town of Lyme for training purposes
  - Vehicle from Gary Tibbetts for training purposes
  - Vehicle from Catherine Gibson for training purposes
- vi. Donation to Parks and Recreation in the amount of \$1,278.00 for “Welcome to Hanover” banner
- vii. Light pole banner request from Hood Museum of Art for their 40<sup>th</sup> anniversary celebration
- viii. Banner Requests:
  - Hanover Parks and Recreation for “Welcome to Hanover” banner
  - Hopkins Center for the Arts reopening celebration
  - “Pods for the Pulpit” crafts fair raising funds for The Haven

**Action Requested:** Approve Consent Agenda as presented

**Suggested Motion:** *I move to approve the Consent Agenda as presented.*

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## INTEROFFICE MEMORANDUM

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**TO:** SELECTBOARD

**FROM:** ELLEN BULLION AND ROB HOUSEMAN

**SUBJECT:** FISCAL YEAR 2025 FINANCIAL PERFORMANCE UPDATE

**DATE:** 05/05/2025

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As part of the finance team's improved communication effort, we are providing the following update on the Town's financial performance through the third quarter. We plan to do quarterly updates on an ongoing basis and look forward to your input on what format and information is most effective in communicating the status of the Town's finances.

As of the end of March, three quarters of FY2025 is complete and one measure of performance is a comparison of the remaining budget to the remaining months of the year. Overall, with 25% of the year remaining 9.5% of the budgeted revenue is outstanding while 28.8% of appropriations are unspent. The Town's largest expenditure is on personnel costs and due to timing of payroll periods, we would expect approximately 27% of the budget to remain.

	2025 Budget		2025 Actual YTD		Variance		% Remaining	
	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense
General Fund	20,914,464	20,914,464	19,737,060	14,030,615	1,177,404	6,883,850	5.6%	32.9%
Fire Fund	4,737,385	4,737,385	4,441,246	3,178,066	296,139	1,559,319	6.3%	32.9%
Water Fund	2,922,532	2,922,532	2,469,818	2,628,223	452,714	294,309	15.5%	10.1%
Sewer Fund	3,942,831	3,942,831	2,784,214	2,902,960	1,158,617	1,039,871	29.4%	26.4%
Ambulance Fund	1,233,987	1,233,987	1,023,088	1,117,616	210,899	116,371	17.1%	9.4%
Parking Fund	2,327,061	2,327,061	1,834,435	1,820,982	492,626	506,079	21.2%	21.7%
<b>Total</b>	<b>36,078,260</b>	<b>36,078,260</b>	<b>32,289,861</b>	<b>25,678,462</b>	<b>3,788,399</b>	<b>10,399,799</b>	<b>10.5%</b>	<b>28.8%</b>

\* Note - Water and Sewer Fund budgets have been adjusted for some encumbrances and non-lapsed capital appropriations.



A review of the Fund level performance provides additional insights.

**GENERAL FUND:**

- Revenue performance for the General Fund is strong through Q3. Recognition of Tax Revenue, representing 61% of budgeted revenue, is complete along with the two State of New Hampshire revenues, Rooms & Meals Tax Distribution and Highway Block Grant dollars. Other contributors to strong performance are:
  - Short Term Interest \$737,375, or \$137,375 above the annual budget
  - Building & Zoning Permit Fees \$954,732 or \$354,732 above the annual budget
  - This performance may prevent the Town from having to use the \$458,000 from the Undesignated Fund Balance included in the budget
- With 32.9% of the Appropriations budget remaining, the Town is also in a strong position to perform well compared to the budget. There are several outstanding large expenditures that will make up some of the favorable activity:
  - Costs associated with the Town Facilities Study, budgeted at \$150,000 which will be billed or encumbered by year-end
  - Cost of Electrical Upgrade to Town Hall, budgeted at \$183,000
  - Bressett Fund initiatives, deferred to FY2026 \$131,253
  - Planning & Zoning Consulting Fees \$138,882
  - Personnel Costs are also favorable with 32.6% of the budget remaining

**FIRE FUND:**

- Revenue performance is consistent with expected timing of revenue, with 88% attributed to Tax Revenue which is complete for FY2025. The largest outstanding revenue item is Transfers from Capital Reserve Funds, which is dependent on that activity. Overall, 6.3% of budgeted revenue is outstanding.
- Appropriations remaining for the Fire Fund are 32.9% of the budget, with two major categories:
  - Employee compensation 35.4% of budgeted, accounting for 70% of unspent appropriations. When one-time transactions (WC Insurance and Charges to Ambulance) are removed the remaining budget is 29.1% slightly above the expected 27%. This is partially due to an open position and employee who was on worker's comp.
  - Capital Purchases Funded by Reserves at 83.1% remaining is an offset to the revenue mentioned above.

**WATER FUND:**

- Usage fees make up about 76% of the Water Fund revenue and as of March, 18% of these fees remain to be collected, which will happen with the 4<sup>th</sup> quarter Water/Sewer billing in June. Another large component of revenue is the Transfer from the Capital Reserve Fund which has been adjusted to account for \$311,300 associated with the Greensboro Road water tank painting appropriated in FY2023 (non-lapsing for 5 years) and completed this year. Overall, 15.2% of revenue remains to meet budget.
- Appropriations remaining are 10.1%, however when large one-time expenditures (Debt Service, Capital Expenditures and Charges to Fire) are removed 29% of the budget remains.

**SEWER FUND:**

- Most of the Sewer Fund revenue also comes from usage fees (77%), from both Hanover and Lebanon users. Through March, roughly 18% of these fees are outstanding and will also be captured in the 4<sup>th</sup> quarter Water/Sewer June billing. Approximately 50% of the outstanding revenue is associated with Transfer from the Capital Reserve Fund and will depend on activity completed by year-end.
- At the end of March, 26.4% of budgeted appropriations remained to be spent, with the spending from Capital Reserves as the largest contributor.

**AMBULANCE FUND:**

- The largest component of the Ambulance Fund Revenue, Ambulance Service Charges, is ahead of budget with 20.3% remaining. Historically about 25% of revenue has occurred in the fourth quarter and this revenue is expected to meet the budget. The other outstanding revenue is the fourth quarter billing to the Towns of Norwich and Lyme for their Per Capita Fees.
- 66% of the Ambulance Fund appropriations budget is from the Charges from the Fire Fund which are an allocation of compensation costs. This occurs at the beginning of the fiscal year and is the largest factor in only 9.4% of the appropriations budget remaining to be spent. For Operating Costs, 39.9% of the budget remains.

**PARKING FUND:**

- Parking Fund revenue performance is benefitting from unanticipated continued temporary parking meter rental fees which are \$153,410 above the annual budgeted amount. Overall, 21.2% of revenue remains to be collected, which includes the annual billing to Dartmouth for spaces in the Parking Garage. Excluding this annual billing, Parking garage revenue is slightly behind budget with 30.4% remaining.
- Overall, Parking Fund appropriations are in line with expectations. Excluding the annual payments of Debt Service and Transfer to the Capital Reserve Fund, 26.0% of appropriations remain to be spent.

Over the next several weeks, we will be working closely with the Department heads to understand any large appropriations that will not be spent prior to year-end that, with appropriate documentation, may need to be encumbered.

Please let us know if you have any questions, we look forward to your feedback.

**TOWN OF HANOVER GENERAL FUND FY2025 BUDGET TO ACTUAL**  
**YTD 03/31/2025**

	Adopted FY25 BUDG	YTD 3/31/25	\$ Remaining	% Remaining
<b>APPROPRIATIONS</b>				
<i><b>Personnel Costs</b></i>				
Salaries & Wages (incl. budgeted overtime)	10,286,820	6,969,002	3,317,818	32.3%
Employee Benefits - Flexible Benefits Plan	2,234,606	1,383,433	851,172	38.1%
Employee Benefits - Social Security/FICA	573,941	435,152	138,789	24.2%
Employee Benefits - NHRS Contributions	1,597,302	1,045,012	552,290	34.6%
Employee Benefits - 401A, Wkrs Comp, other	172,564	190,394	(17,830)	-10.3%
<i><b>Subtotal Salaries and Benefits</b></i>	<i><b>14,865,233</b></i>	<i><b>10,022,993</b></i>	<i><b>4,842,240</b></i>	<i><b>32.6%</b></i>
<i><b>Other Operating Costs</b></i>				
Road Mtce, Paving and Reconstruction	974,333	680,647	293,686	30.1%
Utilities (fuel, heat & oil, electricity)	396,785	319,153	77,632	19.6%
Ambulance Services - Hanover Contribution	361,220	361,220	0	0.0%
Planning & Zoning Consulting Fees	155,000	16,118	138,882	89.6%
All Other Operating Costs	2,138,714	1,058,482	1,080,232	50.5%
<i><b>Subtotal Other Operating Costs</b></i>	<i><b>4,026,052</b></i>	<i><b>2,435,620</b></i>	<i><b>1,590,432</b></i>	<i><b>39.5%</b></i>
<i><b>Non-Operating Costs</b></i>				
Debt Service	80,019	80,095	(75)	-0.1%
Transfers TO Capital Reserve Funds	910,700	910,700	0	0.0%
Transfer TO Expendable Trusts	79,318	79,318	0	0.0%
Capital Purchases Funded by Reserves	821,889	501,889	320,000	38.9%
Special Project Funded by Bressett Fund	131,253	0	131,253	100.0%
<i><b>Subtotal Non-Operating Costs</b></i>	<i><b>2,023,179</b></i>	<i><b>1,572,002</b></i>	<i><b>451,178</b></i>	<i><b>22.3%</b></i>
<i><b>TOTAL GENERAL FUND APPROPRIATIONS</b></i>	<i><b>20,914,464</b></i>	<i><b>14,030,615</b></i>	<i><b>6,883,849</b></i>	<i><b>32.9%</b></i>
<b>REVENUES</b>				
State of New Hampshire	1,219,000	1,371,239	(152,239)	-12.5%
Short Term Interest	600,000	737,375	(137,375)	-22.9%
Parks & Recreation Fees (>\$50K)	928,900	601,571	327,329	35.2%
Other Third-Party Revenues (>\$50k)	1,042,647	844,689	197,958	19.0%
Motor Vehicle Registration Fees	1,600,000	1,380,698	219,302	13.7%
Building & Zoning Permit Fees	600,000	954,732	(354,732)	-59.1%
Other Local Fees and Fines (>\$50k)	100,000	79,492	20,508	20.5%
Miscellaneous Revenues	764,837	541,666	223,171	29.2%
Transfers FROM Capital Reserve Funds	821,889	491,602	330,287	40.2%
Other--Undesignated Fund Balance Used	458,000	-	458,000	100.0%
Municipal General Fund Tax Levy	12,779,191	12,733,997	45,194	0.4%
<i><b>TOTAL GENERAL FUND REVENUES</b></i>	<i><b>20,914,464</b></i>	<i><b>19,737,061</b></i>	<i><b>1,177,403</b></i>	<i><b>5.6%</b></i>

**TOWN OF HANOVER FIRE FUND FY2025 BUDGET TO ACTUAL**  
**YTD 03/31/2025**

	Adopted FY25		\$	%
	BUDG	YTD 3/31/25	Remaining	Remaining
<b>APPROPRIATIONS</b>				
<i><b>Personnel Costs</b></i>				
Salaries & Wages (incl. budgeted overtime)	2,410,743	1,700,081	710,662	29.5%
Employee Benefits - Flexible Benefits Plan	583,146	417,761	165,385	28.4%
Employee Benefits - Social Security/FICA	37,643	26,044	11,599	30.8%
Employee Benefits - NHRS Contributions	704,249	501,562	202,687	28.8%
Employee Benefits - 401A, Wkrs Comp, other	161,131	161,131	-	0.0%
Charges to Ambulance Fund	(814,382)	(814,382)	-	0.0%
<i><b>Subtotal Salaries and Benefits</b></i>	<i><b>3,082,530</b></i>	<i><b>1,992,197</b></i>	<i><b>1,090,333</b></i>	<i><b>35.4%</b></i>
<i><b>Other Operating Costs</b></i>				
Fire Suppression Hydrant System	377,800	377,800	-	0.0%
Utilities (fuel, heat & oil, electricity) & Bldg Maintenance	160,413	69,332	91,081	56.8%
Charges from General Fund	337,448	277,736	59,712	17.7%
Fire Suppression Equipment, Clothing & Supplies	124,572	85,590	38,982	31.3%
All Other Operating Costs	178,520	136,834	41,686	23.4%
<i><b>Subtotal Other Operating Costs</b></i>	<i><b>1,178,753</b></i>	<i><b>947,292</b></i>	<i><b>231,461</b></i>	<i><b>19.6%</b></i>
<i><b>Non-Operating Costs</b></i>				
Debt Service	-	-	-	0.0%
Transfers TO Capital Reserve Funds	162,000	162,000	-	0.0%
Capital Purchases Funded by Reserves	314,102	76,577	237,525	75.6%
<i><b>Subtotal Non-Operating Costs</b></i>	<i><b>476,102</b></i>	<i><b>238,577</b></i>	<i><b>237,525</b></i>	<i><b>49.9%</b></i>
<i><b>TOTAL FIRE FUND APPROPRIATIONS</b></i>	<i><b>4,737,385</b></i>	<i><b>3,178,066</b></i>	<i><b>1,559,319</b></i>	<i><b>32.9%</b></i>
<b>REVENUES</b>				
Fire Fund Tax Levy	4,192,361	4,203,635	(11,274)	-0.3%
Alarm & Inspection Fees	68,653	40,101	28,552	41.6%
Private Hydrant Rentals	129,331	96,893	32,438	25.1%
Payment in Lieu of Taxes	25,938	25,537	401	1.5%
Miscellaneous Revenue	7,000	22,066	(15,066)	-215.2%
Transfers FROM Capital Reserve Funds	314,102	53,014	261,088	83.1%
Budgeted Use of Fund Balance	-	-	-	0.0%
<i><b>TOTAL FIRE FUND REVENUES</b></i>	<i><b>4,737,385</b></i>	<i><b>4,441,246</b></i>	<i><b>296,139</b></i>	<i><b>6.3%</b></i>

**TOWN OF HANOVER WATER FUND FY2025 BUDGET TO ACTUAL**  
**YTD 03/31/2025**

	Adopted FY25		\$	%
	BUDGET	YTD 3/31/25	Remaining	Remaining
<b>APPROPRIATIONS</b>				
<i><b>Personnel Costs</b></i>				
Salaries & Wages (incl. budgeted overtime)	361,201	308,101	53,100	14.7%
Employee Benefits - Flexible Benefits Plan	124,498	79,561	44,937	36.1%
Employee Benefits - Social Security/FICA	27,632	22,562	5,070	18.3%
Employee Benefits - NHRS Contributions	48,762	37,679	11,083	22.7%
Employee Benefits - 401A, Wkrs Comp, other	3,937	3,937	0	0.0%
<i><b>Subtotal Salaries and Benefits</b></i>	<i><b>566,029</b></i>	<i><b>451,840</b></i>	<i><b>114,189</b></i>	<i><b>20.2%</b></i>
<i><b>Other Operating Costs</b></i>				
Payment In Lieu of Taxes	269,517	269,517	0	0.0%
Utilities, Supplies and Services	354,424	217,142	137,282	38.7%
Charges to Fire Fund	(377,800)	(377,800)	0	0.0%
Charges from General Fund	577,480	552,523	24,957	4.3%
All Other Operating Costs	152,237	88,403	63,834	41.9%
<i><b>Subtotal Other Operating Costs</b></i>	<i><b>975,857</b></i>	<i><b>749,785</b></i>	<i><b>226,072</b></i>	<i><b>23.2%</b></i>
<i><b>Non-Operating Costs</b></i>				
Debt Service	455,945	455,938	7	0.0%
Transfers TO Capital Reserve Funds	321,000	321,000	0	0.0%
Capital Purchases Funded by Reserves	603,700	649,660	(45,960)	-7.6%
<i><b>Subtotal Non-Operating Costs</b></i>	<i><b>1,380,645</b></i>	<i><b>1,426,598</b></i>	<i><b>(45,953)</b></i>	<i><b>-3.3%</b></i>
<i><b>TOTAL WATER FUND APPROPRIATIONS</b></i>	<i><b>2,922,532</b></i>	<i><b>2,628,223</b></i>	<i><b>294,309</b></i>	<i><b>10.1%</b></i>
<b>REVENUES</b>				
Water Use Charges	2,092,589	1,718,287	374,302	17.9%
Sprinkler System Revenues	121,443	93,585	27,858	22.9%
Transfer from Water Capital Reserve Fund	603,700	610,672	(6,972)	-1.2%
Water Outside Project Revenue	50,000	2,977	47,023	94.0%
Other--Undesignated Fund Balance Used	0	-	0	0.0%
Miscellaneous Revenues	54,800	44,297	10,503	19.2%
<i><b>TOTAL WATER FUND REVENUES</b></i>	<i><b>2,922,532</b></i>	<i><b>2,469,818</b></i>	<i><b>452,714</b></i>	<i><b>15.5%</b></i>

**TOWN OF HANOVER SEWER FUND FY2025 BUDGET TO ACTUAL**  
**YTD 03/31/2025**

	Adopted FY25 BUDGET	YTD 3/31/25	\$ Remaining	% Remaining
<b>APPROPRIATIONS</b>				
<i><b>Personnel Costs</b></i>				
Salaries & Wages (incl. budgeted overtime)	553,267	393,610	159,657	28.9%
Employee Benefits - Flexible Benefits Plan	166,762	138,854	27,908	16.7%
Employee Benefits - Social Security/FICA	42,325	28,399	13,926	32.9%
Employee Benefits - NHRS Contributions	74,691	53,023	21,668	29.0%
Employee Benefits - 401A, Wkrs Comp, other	8,360	8,360	0	0.0%
<i><b>Subtotal Salaries and Benefits</b></i>	<i><b>845,404</b></i>	<i><b>622,246</b></i>	<i><b>223,159</b></i>	<i><b>26.4%</b></i>
<i><b>Other Operating Costs</b></i>				
Utilities, Supplies, Maintenance and Services	492,266	298,061	194,204	39.5%
Sludge Disposal	236,018	196,534	39,484	16.7%
Professional Services	-	0	0	0.0%
Charges from General Fund	806,807	755,574	51,233	6.4%
Sewer Outside Project Expense	50,000	0	50,000	100.0%
All Other Operating Costs	35,707	29,274	6,433	18.0%
<i><b>Subtotal Other Operating Costs</b></i>	<i><b>1,620,798</b></i>	<i><b>1,279,443</b></i>	<i><b>341,355</b></i>	<i><b>21.1%</b></i>
<i><b>Non-Operating Costs</b></i>				
Debt Service	596,629	586,291	10,338	1.7%
Transfers TO Capital Reserve Funds	307,000	307,000	0	0.0%
Capital Purchases Funded by Reserves	573,000	107,980	465,020	81.2%
<i><b>Subtotal Non-Operating Costs</b></i>	<i><b>1,476,629</b></i>	<i><b>1,001,271</b></i>	<i><b>475,358</b></i>	<i><b>32.2%</b></i>
<i><b>TOTAL SEWER FUND APPROPRIATIONS</b></i>	<i><b>3,942,831</b></i>	<i><b>2,902,960</b></i>	<i><b>1,039,872</b></i>	<i><b>26.4%</b></i>
<b>REVENUES</b>				
Hanover Sewer Use Charges	2,156,726	1,757,053	399,673	18.5%
Lebanon Sewer Use Charges	882,447	739,134	143,313	16.2%
Transfer from Sewer Capital Reserve Fund	573,000	37,542	535,459	93.4%
State Aid Water Pollution Grant	103,858	101,828	2,030	2.0%
Sewer Outside Project Revenue	50,000	-	50,000	100.0%
Other--Undesignated Fund Balance Used	-	-	-	0.0%
Encumbrances	146,800	121,706	25,094	17.1%
Miscellaneous Revenues	30,000	26,952	3,048	10.2%
<i><b>TOTAL SEWER FUND REVENUES</b></i>	<i><b>3,942,831</b></i>	<i><b>2,784,214</b></i>	<i><b>1,158,617</b></i>	<i><b>29.4%</b></i>

**TOWN OF HANOVER AMBULANCE FUND FY2025 BUDGET TO ACTUAL**  
**YTD 03/31/2025**

	Adopted FY25		\$	%
	BUDGET	YTD 3/31/25	Remaining	Remaining
<b>APPROPRIATIONS</b>				
<i><b>Personnel Costs</b></i>				
Salaries & Wages (incl. budgeted overtime)	-	-	-	0.0%
Employee Benefits - Flexible Benefits Plan	-	-	-	0.0%
Employee Benefits - Social Security/FICA	-	-	-	0.0%
Employee Benefits - NHRS Contributions	-	-	-	0.0%
Employee Benefits - 401A, Wkrs Comp, other	-	-	-	0.0%
Charges from Fire Fund	814,382	814,382	-	0.0%
<i><b>Subtotal Salaries and Benefits</b></i>	<i><b>814,382</b></i>	<i><b>814,382</b></i>	<i><b>-</b></i>	<i><b>0.0%</b></i>
<i><b>Other Operating Costs</b></i>				
Vehicular & Technical Rescue Equipment	67,800	21,803	45,997	67.8%
Professional & Contracted Services	52,056	33,644	18,412	35.4%
Professional Development	46,345	3,888	42,457	91.6%
Charges from General Fund	119,553	108,511	11,042	9.2%
All Other Operating Costs	5,851	7,388	(1,537)	-26.3%
<i><b>Subtotal Other Operating Costs</b></i>	<i><b>291,605</b></i>	<i><b>175,234</b></i>	<i><b>116,371</b></i>	<i><b>39.9%</b></i>
<i><b>Non-Operating Costs</b></i>				
Debt Service	-	-	-	0.0%
Transfers TO Capital Reserve Funds	128,000	128,000	-	0.0%
Capital Purchases Funded by Reserves	-	-	-	0.0%
<i><b>Subtotal Non-Operating Costs</b></i>	<i><b>128,000</b></i>	<i><b>128,000</b></i>	<i><b>-</b></i>	<i><b>0.0%</b></i>
<i><b>TOTAL AMBULANCE FUND APPROPRIATIONS</b></i>	<i><b>1,233,987</b></i>	<i><b>1,117,616</b></i>	<i><b>116,371</b></i>	<i><b>9.4%</b></i>
<b>REVENUES</b>				
Hanover Community Per Capita Fees	361,220	361,220	-	0.0%
Lyme/Norwich Per Capita Fees	243,956	183,282	60,674	24.9%
Ambulance Service Charges	600,250	478,578	121,672	20.3%
Other--Undesignated Fund Balance Used	28,561	-	28,561	100.0%
<i><b>TOTAL AMBULANCE FUND REVENUES</b></i>	<i><b>1,233,987</b></i>	<i><b>1,023,080</b></i>	<i><b>210,907</b></i>	<i><b>17.1%</b></i>

**TOWN OF HANOVER PARKING FUND FY2025 BUDGET TO ACTUAL**  
**YTD 03/31/2025**

	Adopted FY25		\$	%
	BUDG	YTD 3/31/25	Remaining	Remaining
<b>APPROPRIATIONS</b>				
<i><b>Personnel Costs</b></i>				
Salaries & Wages (incl. budgeted overtime)	409,191	295,864	113,327	27.7%
Employee Benefits - Flexible Benefits Plan	88,164	58,736	29,428	33.4%
Employee Benefits - Social Security/FICA	30,370	16,486	13,884	45.7%
Employee Benefits - NHRS Contributions	55,241	44,222	11,019	19.9%
Employee Benefits - 401A, Wkrs Comp, other	4,468	4,468	0	0.0%
<i><b>Subtotal Salaries and Benefits</b></i>	<i><b>587,434</b></i>	<i><b>419,776</b></i>	<i><b>167,658</b></i>	<i><b>28.5%</b></i>
<i><b>Other Operating Costs</b></i>				
Parking Supplies, Maintenance and Services	106,798	64,685	42,113	39.4%
Garage Utilities, Supplies, Maintenance and Services	170,466	89,739	80,727	47.4%
Advanced Transit & Downtown Mobility	359,056	250,542	108,514	30.2%
Parking System & Garage Consulting	18,000	-	18,000	100.0%
Credit Card & Banking Fees	276,400	222,473	53,927	19.5%
Charges from General Fund	314,970	336,547	(21,577)	-6.9%
All Other Operating Costs	34,701	18,781	15,920	45.9%
<i><b>Subtotal Other Operating Costs</b></i>	<i><b>1,280,391</b></i>	<i><b>982,767</b></i>	<i><b>297,624</b></i>	<i><b>23.2%</b></i>
<i><b>Non-Operating Costs</b></i>				
Debt Service	311,036	307,635	3,401	1.1%
Transfers TO Capital Reserve Funds	84,000	84,000	0	0.0%
Capital Purchases Funded by Reserves	64,200	26,804	37,396	58.2%
<i><b>Subtotal Non-Operating Costs</b></i>	<i><b>459,236</b></i>	<i><b>418,439</b></i>	<i><b>40,797</b></i>	<i><b>8.9%</b></i>
<i><b>TOTAL PARKING FUND APPROPRIATIONS</b></i>	<i><b>2,327,061</b></i>	<i><b>1,820,982</b></i>	<i><b>506,079</b></i>	<i><b>21.7%</b></i>
<b>REVENUES</b>				
Parking Meter Revenue	1,050,000	963,905	86,095	8.2%
Surface Lot Permit Revenue	178,920	140,863	38,057	21.3%
Parking Garage Revenue	591,440	313,762	277,678	46.9%
Parking Fines	345,000	292,313	52,687	15.3%
TIF District Tax Revenue	85,000	93,180	(8,180)	-9.6%
Transfer FROM Capital Reserve Fund	64,200	22,900	41,300	64.3%
Other--Undesignated Fund Balance Used	-	-	0	0.0%
Miscellaneous Revenues	12,501	7,512	4,989	39.9%
<i><b>TOTAL PARKING FUND REVENUES</b></i>	<i><b>2,327,061</b></i>	<i><b>1,834,435</b></i>	<i><b>492,626</b></i>	<i><b>21.2%</b></i>



## 2024-2025 Town of Hanover Selectboard Objectives & Key Results

(for adoption on 12-16-24)

Objectives	Key Results
<b>1. Advance the Hanover Sustainability Master Plan</b>	
a. Create the conditions to implement the Hanover Sustainability Master Plan	<ul style="list-style-type: none"> <li>i. Hire a Sustainability Coordinator</li> <li>ii. Review updated Complete Streets policy, understand its impacts and adopt, if appropriate</li> <li>iii. Develop a Shared Streets plan.</li> </ul>
b. Revive efforts to develop workforce and/or affordable housing in Hanover	<ul style="list-style-type: none"> <li>i. Evaluate potential sites: Mink Brook, Shed 2, Gile, Dresden Fields (School Board governs) &amp;</li> <li>ii. Develop potential paths forward and document a plan</li> <li>iii. Work to develop partnerships with stakeholders</li> <li>iv. Plan in hand, develop any necessary warrant articles for Town Meeting May 2025</li> </ul>
c. Harness overlooked assets and invest long term to promote efficiency and equity	<ul style="list-style-type: none"> <li>i. Fund software to facilitate Capital Improvement Program Committee long-term financial</li> </ul>
<b>2. Improve fiscal: transparency, accountability and sustainability</b>	
a. Align spending with strategic priorities, eliminate unnecessary costs and encourage fiscal efficiency	<ul style="list-style-type: none"> <li>i. Implement a Zero-Base Budgeting approach for FY26 across all departments &amp; town-wide</li> </ul>
b. Bring transparency, encourage discussion and decision-making around interim financial information	<ul style="list-style-type: none"> <li>i. Develop and improve quarterly review of Town financial statements at Selectboard meetings</li> <li>ii. Formulate relevant Key Performance Indicators from financial and operating data</li> </ul>
c. Increase citizen and stakeholder engagement in budget process	<ul style="list-style-type: none"> <li>i. Build a decompressed budget calendar and presentation templates to facilitate understanding of key issues</li> <li>ii. Solicit feedback from engaged community members during the budget process</li> </ul>
<b>3. Strengthen town governance</b>	
a. Formalize structures to create and implement Selectboard goals through better prioritization, clarity and accountability	<ul style="list-style-type: none"> <li>i. Conduct a Selectboard retreat and follow-up processes for goal-setting and delivery</li> <li>ii. Model and implement OKR (Objectives &amp; Key Results) process at Selectboard level</li> </ul>
b. Safeguard against impropriety	<ul style="list-style-type: none"> <li>i. Revise and adopt Code of Ethics policy</li> <li>ii. Institute monthly Selectboard manifest review -- accounts payable and payroll authorization</li> </ul>
c. Develop more rigorous Selectboard oversight and evaluation processes	<ul style="list-style-type: none"> <li>i. Develop Town Manager job description and formalize periodic Town Manager review process</li> <li>ii. Conduct "department deep dives" and visits to Town facilities to begin development of department Key Performance Indicators</li> <li>iii. Allow for Selectboard self-reflection and improvement through explicit discussion and training</li> </ul>
<b>4. Retain, develop &amp; attract the best people</b>	
a. Build a leadership team for Hanover that enables us to achieve our goals	<ul style="list-style-type: none"> <li>i. Hire an outstanding full-time Town Manager to lead the Town</li> <li>ii. Develop succession plans for department leadership and move to implement</li> </ul>
b. Support Town boards and committees through technology that makes their work easier and more accessible	<ul style="list-style-type: none"> <li>i. Evaluate web-based management software solutions such as BoardDocs for consideration in the FY26 budget</li> </ul>
c. Ensure the Selectboard has the training and information they need	<ul style="list-style-type: none"> <li>i. Identify appropriate NHMA training or other resources that will enhance our efforts</li> </ul>

**ASSIGNMENT OF WARRANT ARTICLES**

**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.

Selectboard presenting:\_\_\_\_\_

**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.

Selectboard presenting:\_\_\_\_\_

**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 presenting:\_\_\_\_\_

**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 presenting:\_\_\_\_\_

**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 presenting:\_\_\_\_\_

**ARTICLE TEN:** To see if the Town will vote to raise and appropriate the sum of \$2,936,412 and authorize payment into existing capital reserve funds in the following amounts for the purposes for which such funds were established:

Selectboard presenting:\_\_\_\_\_

**ARTICLE ELEVEN:** To see if the Town will vote to raise and appropriate \$1,728,744 for the purposes listed below and to authorize funding these amounts by withdrawal from the listed capital reserve funds in the following amounts...

Selectboard presenting:\_\_\_\_\_

**ARTICLE TWELVE:** 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 presenting:\_\_\_\_\_

**ARTICLE THIRTEEN:** 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 Right-of-Way and Bridge Construction and Improvement Capital Reserve Fund*. And furthermore, to name the Selectmen as agents to expend from said fund.

Selectboard presenting:\_\_\_\_\_

**ARTICLE FOURTEEN:** 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 Seven Hundred Thirteen Thousand Four Hundred Forty Seven Dollars (\$1,713,447) to be placed in said fund, with said amount to come from the Town’s undesignated fund balance.  
(Two-thirds vote required)

Selectboard presenting:\_\_\_\_\_

**ARTICLE FIFTEEN:** 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

Selectboard presenting:\_\_\_\_\_

**ARTICLE SIXTEEN:** 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 FIFTEEN cost items only.

Selectboard presenting:\_\_\_\_\_

**ARTICLE SEVENTEEN:** 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 presenting:\_\_\_\_\_

**ARTICLE EIGHTEEN:** To see if the Town will vote to raise and appropriate \$32,870,441 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 presenting:\_\_\_\_\_

**ARTICLE NINETEEN:** To see if the Town will modify the elderly property tax exemption under RSA 72:39-a as follows?

Selectboard presenting:\_\_\_\_\_

**ARTICLE TWENTY:** To see if the Town will modify the optional property tax exemption for the disabled as authorized by RSA 72:37-b?

Selectboard presenting:\_\_\_\_\_

**ARTICLE TWENTY-ONE:** To see if the Town will modify the exemption for the blind under the provisions of RSA 72:37?

Selectboard presenting:\_\_\_\_\_

**ARTICLE TWENTY-TWO: (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-THREE: (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-FOUR: (by Petition)** To see if the Town will vote to require that all meetings of the Selectboard be available for remote participation, either by video or audio, in real time, through the use of appropriate technology, including but not limited to conference calls, video conferencing, or online meeting platforms. This requirement will apply to all regular and special meetings, and it will ensure that town residents have the ability to participate in Selectboard proceedings remotely.

The Selectboard shall ensure that the necessary technology and support are available for remote participation and that remote participants are provided the opportunity to comment and ask questions during public comment periods and other appropriate segments of the meetings.

**ARTICLE TWENTY-FIVE: (by Petition)** To see if the Town will vote to adopt a policy requiring the use of gender-neutral language in all official town documents, including but not limited to the Town Charter, ordinances, policies, and the Town website. This shall include replacing gendered terms such as "Selectmen" with "Selectboard" and ensuring all future documents reflect inclusive and gender-neutral terminology.

Further, to authorize the Selectboard to make non-substantive revisions to existing town documents to align with this policy without requiring further town meeting approval.



# TOWN *of* HANOVER

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**TO:** Selectboard  
**FROM:** Robert Houseman, Town Manager  
**DATE:** April 30, 2025

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

## **Fire Staffing Update**

- Vacancy:
  - The department has one Vacancy and after interviews, a conditional offer has been made for the open firefighter position.
  - The selected candidate brings substantial experience and has most of the desired training and the anticipated start date is the first week of June, pending final approvals.

## **Training:**

- Mental Health Initiative:
  - The Fire Department launched a mental health initiative in April. A licensed mental health therapist was hired to support staff in coping with work-related stressors. Initial department-wide session introduced the role of mental health in emergency services. The therapist will meet annually with each staff member.
  - Three members will attend a 3-day peer support training in May.

## **Notable Calls:**

- Two cardiac arrest saves were achieved by duty crews in April. Cardiac arrest survival has improved over the past five years.
- Factors contributing to success include improved departmental training and equipment, increased bystander CPR, and wider AED availability

## **Planning, Zoning, and Codes Staffing Update**

- New Hire: Jen Murray, Director of Planning, Zoning, and Codes started on Monday, April 28.
- Vacancy: Rental Housing Inspector, interviews are scheduled for today.

## **Public Works Staffing Updates**

- New Hire:
  - Light/Heavy Equipment Operators: We have hired a new employee, Justin Hammond, who started April 28.
- Vacancy:
  - One Light/Heavy Equipment Operator, interviews are ongoing.

## **Training:**

- Richard Scheuer attended Gorman Rupp Pump School.
- Christina Hall attended six NHDES SRF and Grant Training sessions (April 1–4) and the EPA/ASDWA Effective Pitcher Filter Distribution Program Webinar (April 22).
- Christina Hall and Pete Kulbacki attended the ACEC/NHDOT Annual Conference (April 17).
- Kevin Maclean and Christina Hall attended Developing Effective Standard Operating Procedures for Water and Wastewater training.
- Maura Anderson attended Water Chemistry and Chlorine Analyzer training.
- Supervisors Dan Morancy and Chris Berry attended Drug and Alcohol Reasonable Suspicion Training for Supervisors of CDL Drivers.
- Mike Timlake, Dave Field, and Mark Bean attended GSRW training on hydrant building, main tapping, and electrical troubleshooting.
- Dylan Betit, Tim Keener, Brian Chisholm, Mike Timlake, and Steve Daley attended Flagger Training.
- Jim Cray, Mark Bean, and Dave Field attended GSRW Lubrication Technology and Lock-Tight Application training.

## **Certifications**

- Maura Anderson passed the Water Treatment 1 Exam on April 10.

## **Projects, Programs, Studies, and Reports**

- Downtown streets and sidewalks have been swept; benches and bike racks were reinstalled for the warmer season.
- Fieldwork has begun for the Drainage Asset Management project, funded by a grant, focusing on the Maple and West Wheelock Street areas.
- The Annual Capacity Management Operation and Maintenance (CMOM) report was submitted to the US EPA and NHDES. The report documents management activities, system deficiencies, completed improvements, and future plans for the sanitary sewer collection system.

- Christina Hall and Dylan McDermott met with NHDES and EPA representatives to identify residential brass service test sites for a nationwide study on the impact of brass on residential water quality.
- A draft update of the Wastewater Intermunicipal Agreement (IMA) has been sent to the City of Lebanon for review.
- Additional outreach for the upcoming Water System Upgrade Project (starting April 30) is being provided through a dedicated project webpage, offering street-by-street impacts, schedule changes, and project updates.
- The Town received notice of funding release for the Long Island Sound Futures Fund (LIFF) \$1.5M grant to support nitrogen removal improvements. The Selectboard will need to formally accept the grant to proceed with reimbursement requests.
- NPDES Medium General Permit: No updates available.
- Water Meter Replacement Project: To date, 911 of approximately 1,900 meters have been replaced.

#### **Other Matters**

- **Road Bans:** Road bans were lifted on April 18 following a relatively mild mud season.
- **CPCNH Update:**
  - The CPCNH Annual Membership Meeting was held on April 24 to elect new leadership and six new Board Directors.
  - Hanover residents' savings and participation reports are available at [CPCNH Community Reports](#) under "Community Benefits Reports" and "Opt-Action Reports."

#### **Police Department Staffing Updates**

- New Hire:
  - Herry Htoo completed his physical fitness testing on April 21 and will be attending the Police Academy on May 5.
- Vacancies:
  - One of the officers in the queue of the May 5 Police academy has withdrawn his acceptance.
- Awards and Recognition
  - Corporal Tim Meenagh named 2024 Officer of the Year.
  - Communications Supervisor Tim Goodwin named 2024 Civilian Employee of the Year.
  - A formal awards and promotions ceremony will be scheduled.

- Promotions – the selection process has been completed, and the following promotions will take place later in May.
  - Sergeant Dan Fowler will be promoted to Lieutenant.
  - Corporal Joe Landry will be promoted to Sergeant.
  - Officer Aaron Frank will be promoted to Corporal.

### ***Outreach/Community Engagement***

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

### ***Peer Support Program (PSP)***

- The first meeting of the Peer Support Working Group was held two weeks ago and includes staff, department volunteers, retired officers, and a community faith leader.
- The program is focused on building wellness and resilience tailored to department needs.



**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 back when we know we have many projects coming in the future and feels we should be putting money away for that rather than cut the tax rate to save tax dollars and push off funding for later.

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.

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.

Selectboard

March 24, 2025

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 and 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. All 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
  - 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 SECONDED. All 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.

Selectboard  
April 7, 2025  
DRAFT

## **SELECTBOARD MEETING**

**April 7, 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: Athos Rassias, Selectboard Member, Rob Houseman, Town Manager, Jennie Chamberlain, Selectboard Member, Jarett Berke, Selectboard Member; Ellen Bullion, Finance Director

Absent: Joanna Whitcomb, Vice Chair

\*Meeting audio on the video recording does not start until 7:23PM – item 4a.

### **1. Opening of Meeting**

#### **a. Call to Order**

C. Callaghan called the meeting to order.

### **2. Agenda Review**

None

### **3. Public Comment**

#### **a. Public may address the Board**

Sharon McKisson, 35 Cummings Rd spoke on the petition warrant she submitted for Town Meeting regarding the 287G program relating to Immigration. The program entangles local and state law enforcement and correctional institutions into federal immigration law. On top of pulling these people away from their primary tasks, the program has many issues including racism, profiling, and stereotypes.

The petition asks to prevent the Hanover police from participating or entering into any agreements of the program.

The Board noted in 2020 they created a Welcoming Ordinance. R. Houseman will distribute it to Selectboard members.

Susan Holcomb, 35 Cummings Road spoke on a petition warrant relating to school vouchers and the fiscal responsibility to reject any expansion of taxpayer funding for private education.

David Vincelette, 93 Lebanon St addressed issues he brings to all Selectboard meetings claiming local government officials have broken state and federal laws against him and calling for their response and investigations into these matters. Additionally, he asked who authorized the dumping of asphalt waste into the water and how the public was notified of the dumping.

### **4. Public Hearing**

C. Callaghan noted the public hearings will be tabled tonight and picked up again at a meeting anticipated for April 14<sup>th</sup>.

#### **a. Pre-Town Meeting Public Hearing including approval of Town Warrant**

R. Houseman led the Board through the warrant articles explaining the purpose of each as necessary.

The first four are set and no action is required by the Board.

Article 5:

No board or public comments.

**At 7:17 pm J. Burke MOVED to approve Article 5 as written. J. Chamberlain SECONDED. All in favor**

Selectboard

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Article 6:

Public comments:

Kari Asmus, Etna resident, asked for additional information on the item which R. Houseman addressed. If the language is supplied by the state and not revisable, the explanatory information for the warrant article should better explain what the request is and what it's to be used for.

Additional research is to be done- no motion taken at this time.

Audio began at this point of the video streaming.

**At 7:26 pm J. Burke MOVED to support Article 6. A. Rassias SECONDED. All in favor**

Article 7 and 8

No board or public comments.

**At 7:27 pm J. Burke MOVED to support Article 7. A. Rassias SECONDED. All in favor**

**At 7:27 pm J. Burke MOVED to support Article 8. A. Rassias SECONDED. All in favor**

Article 9

No board or public comments

**At 7:28 pm J. Chamberlain MOVED to support Article 9. J. Burke SECONDED. All in favor**

Article 10

R. Houseman introduced the item, explained what the mechanism is, that Hanover adopted it many years ago, and how it can be utilized to fund debt service to make improvements. The first step is to create the district, the second step is to devise a plan, and the third step is to present it at Town Meeting for appropriation.

This is the first step in the process.

He gave a more thorough description of the item and the process and showed a slide presentation that informed the purpose of a TIF and the proposed improvements to downtown and some concept designs.

C. Callaghan noted this is the beginning of the process and there will be extensive discussion over the course of the year. Additionally, the public hearing will remain open through the next meeting.

R. Houseman also noted the staff is working on projecting the increased assessed value upcoming this year which will play a role in this decision process.

Public Comment:

Ben Keeney, Farm Rd and Chair of Dresden School Board (speaking as an individual since the Board has not yet discussed this item). He expressed concerns about the process and timeline of the creation of a TIF district and the school boards not yet having been informed per RSA statute.

R. Houseman addressed the comment indicating the steps he took to inform the school boards that he has since learned it didn't get to everyone, and he then directly emailed the individuals the information.

Doug Lance, 179 Lyme Road explained he is out in downtown on the sidewalks eight hours a day as his office. He talks to people and the lack of parking is an obstacle for people coming to town. He is not in favor of losing parking.



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April 7, 2025

Kari Asmus, Etna resident, commented that the diagonal parking is great for bicyclists because the driver is aware they can't see so they back up slowly. She spoke about changes to assessed valuation over the past years, read from the statute, and asked about the consequences of assessments going down in the TIF district.

Whit Spaulding, Etna asked about the process for switching from TIF to general revenue bond if that option is decided.

R. Houseman addressed the question.

John Dolan, Etna resident, addressed the process and the statute. As Chair of the CIPC it's important for him and the committee members to understand it before it is put into law. The CIPC held a meeting on Friday, though the school board liaison noted the school board had no knowledge of the TIF proposal. He recommended this not go to Town Meeting this year – wait to be sure all regulations have been followed correctly regarding it's set up before bringing it to the residents.

Mia \_\_\_\_ School Street and South Main Street is not initially in favor of the street designs presented.

Ryan Lobano, 8 Dairy Lane asked about the funding of the TIF in relation to taxes. R. Houseman explained the funding comes from the increased value of new growth in the district.

Mr. Lobano expressed concerns about getting new renters/ businesses to come to the downtown, existing parking issues and concern for less parking and parallel parking and outdoor seating areas.

Kim Hartman expressed concerns about the school board not receiving the financial impact data per legal requirement. She clarified for folks that this warrant article is not about the project itself. This is about defining the TIF district and the financing mechanism. She further clarified that the 100% of the funds will go to the Town not any portion to the schools. (75% to the projects, 25% to the Town general operating fund) This has been drawn up by Town staff, and there could be better revenue sharing ideas if the Town is willing to work with the school boards on the idea. She expressed frustration that the proposed TIF district assessed value as of April 1, 2025, is not yet available.

She expounded on her opinions on what should and shouldn't be done regarding this proposal and her concerns about the town tax rate vs school tax rate and the lack of appropriate process.

The Board discussed with R. Houseman the various deadlines upcoming.

Kelly McConnell, Chair of Hanover School Board highlighted that there are a lot of unanswered questions about the proposal as well as about Federal and State funding right now.

C. Callaghan again reiterated this will be taken up again at next week's meeting.

Article 11

**At 8:40 pm A. Rassias MOVED to support Article 11 as written. J. Burke SECONDED.**

E. Bullion described an amendment to the article for \$500,000 which was part of the budget discussions. She gave additional information which adjusted some of the figures in the warrant article.

A. Rassias accepted the amendment.

No public comments.

**Vote: All in favor**

Article 12

E. Bullion described an amendment to the article.

No public comments.

**At 8:45 pm A. Rassias MOVED to support Article 12 as amended. J. Chamberlain SECONDED. All in favor**

Selectboard

April 7, 2025

Article 13 and Article 14

**At 8:47 pm A. Rassias MOVED to support Article 13 and 14 as written. J. Chamberlain SECONDED.**

J. Chamberlain offered an amendment for clarity on the naming. R. Houseman explained some restrictions on what and how these articles need to proceed, but noted they can prepare some options on the next steps and wording and move forward in the spirit of the suggestion with DRA and Town Counsel approvals.

Public Comment

Kari Asmus, Etna resident, spoke about road construction and improvement fund and CIPC projects and where particular funding should go for the road projects versus the building projects. She also asked for some language clarifications for the article.

R. Houseman agreed the language at the end about Selectboard as agents is not necessary and can be struck.

**9:05pm Vote (Article 13 only) All in favor**

Article 14 and 15 will not be acted on until the next meeting due to the changes necessary to the language.

Article 16

R. Houseman gave background information.

No board or public comments.

**At 9:08 pm A. Rassias MOVED to support Article 16 as written. J. Burke SECONDED. All in favor**

Article 17

No board or public comments.

**At 9:08 pm C. Callaghan MOVED to support Article 17 as amended. A. Rassias SECONDED. All in favor**

Article 18

**At 9:09 pm C. Callaghan MOVED to support Article 18 as amended. J. Berke SECONDED.**

Public Comment

Kari Asmus, Etna commented that the statute requires the governing body to make the decision on spending rather than just be informed about the spending.

**All in favor**

Article 19

E. Bullion explained an amendment to the article funding amounts.

**At 9:12 pm J. Berke MOVED to support Article 19 as amended. A. Rassias SECONDED.**

Public Comment

Kari Asmus, Etna commented she appreciates the progress on the website dashboard, but four of the budget related links don't work properly/ require a password. She also requested the (existing) TIF district be included in the budget as a supplemental schedule.

**Vote: All in favor**

Articles 20, 21, 22

R. Houseman noted the office received a request from Kari Asmus relating to Elderly, Blind and Disabled exemptions and provided supporting documentation. This is pertinent because of the anticipated increased assessments coming with this year's revaluation. R. Houseman has provided updated draft language for the warrants affected to the Board for review.

R. Houseman and Kari Asmus gave detailed descriptions and explanations.

Selectboard

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**At 9:26 pm A. Rassias MOVED to support Article 20 as written. J. Burke SECONDED. All in favor**

**At 9:26 pm J. Burke MOVED to support Article 21 as written. A. Rassias SECONDED. All in favor**

**At 9:26 pm A. Rassias MOVED to support Article 22 as written. J. Chamberlain SECONDED. All in favor**

Public hearing continued until the next meeting.

b. Proposed South Main and West Wheelock TIF District Warrant

Public hearing was continued to the next meeting

## **5. Announcements/recognition**

None

## **6. Business Requiring Discussion**

None

## **7. Town Manager Report**

Town Manager Rob Houseman highlighted the following department updates:

- Fire
- Planning, Zoning, Codes
- DPW
- Police

## **8. Business Requiring Action**

### **a. Approval of authorization request for allocation of NHSAVES rebate to complete ornamental LED streetlight replacements**

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. The request is for the Selectboard to allocate \$27,367.80 NHSaves rebate to replace the town owned ornamental streetlights and in the event the Department of Energy reimburses the town with the Federal share, the funds be reallocated to other energy improvements approved by the Town Manager.

**At 9:33 pm J. Berke MOVED to Approve the authorization request for allocation of NHSAVES rebate to complete ornamental LED streetlight replacements. A. Rassias SECONDED. All in favor**

### **b. Approval of March 24, 2025, Selectboard Minutes**

This item was continued to the next meeting.

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

#### **i. Donation – Etna Library**

\$20.00 given by Jeremey Merritt and Emily Biolsi

#### **ii. Banner Requests – Pods for the Pulpit Crafts Fair**

Pods for the Pulpit Crafts Fair sponsored by the Unitarian Universalist Congregation of the Upper Valley (UUCUV).

All proceeds from the fair will support the Upper Valley Haven.

Selectboard

April 7, 2025

This item was continued to the next meeting.

## 9. Selectboard Reports

- J. Berke
  - Downtown working group
- J. Whitcomb
  - No Report
- C. Callaghan
  - CIPC
  - Finance Committee
- A. Rassias
  - Nothing to Report
- J. Chamberlain
  - Planning Board
  - Sustainability
    - Earth Day events

Other Business

None

## 10. 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 9:37pm A. Rassias MOVED to enter nonpublic session. J. Berke SECONDED.**

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

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

Respectfully Submitted,

Jessica Marchant

## SUMMARY

### Item 4

**At 7:17 pm J. Burke MOVED to approve Article 5 as written. J. Chamberlain SECONDED. All in favor**

**At 7:26 pm J. Burke MOVED to support Article 6. A. Rassias SECONDED. All in favor**

**At 7:27 pm J. Burke MOVED to support Article 7. A. Rassias SECONDED. All in favor**

**At 7:27 pm J. Burke MOVED to support Article 8. A. Rassias SECONDED. All in favor**

**At 7:28 pm J. Chamberlain MOVED to support Article 9. J. Burke SECONDED. All in favor**

**At 8:40 pm A. Rassias MOVED to support Article 11 as written. (then amended) J. Burke SECONDED. Vote: All in favor**

**At 8:45 pm A. Rassias MOVED to support Article 12 as amended. J. Chamberlain SECONDED. All in favor**

**At 8:47 pm A. Rassias MOVED to support Article 13 and 14 as written. J. Chamberlain SECONDED.**

**9:05pm Vote (Article 13 only) All in favor**

**At 9:08 pm A. Rassias MOVED to support Article 16 as written. J. Burke SECONDED. All in favor**

**At 9:08 pm C. Callaghan MOVED to support Article 17 as amended. A. Rassias SECONDED. All in favor**

**At 9:09 pm C. Callaghan MOVED to support Article 18 as amended. J. Berke SECONDED. All in favor**

**At 9:12 pm J. Berke MOVED to support Article 19 as amended. A. Rassias SECONDED. Vote: All in favor**

Selectboard

April 7, 2025

**At 9:26 pm A. Rassias MOVED to support Article 20 as written. J. Burke SECONDED. All in favor**

**At 9:26 pm J. Burke MOVED to support Article 21 as written. A. Rassias SECONDED. All in favor**

**At 9:26 pm A. Rassias MOVED to support Article 22 as written. J. Chamberlain SECONDED. All in favor**

**Item 8a**

**At 9:33 pm J. Berke MOVED to Approve the authorization request for allocation of NHSAVES rebate to complete ornamental LED streetlight replacements. A. Rassias SECONDED. All in favor**

**Item 10**

**At 9:37pm A. Rassias MOVED to enter nonpublic session. J. Berke SECONDED.**

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

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

**SELECTBOARD MEETING**  
**April 14, 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: Athos Rassias, Selectboard Member, Rob Houseman, Town Manager, Joanna Whitcomb, Vice Chair, 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.

**2. Agenda Review**

None

**3. Public Comment**

**a. Public may address the Board**

David Vincelette, 93 Lebanon St addressed issues he brings to all Selectboard meetings claiming local government officials have broken state and federal laws against him and calling for their response and investigations into these matters.

He asked if the room monitors are available for public to show pictures and videos. Board and staff noted items to be presented would likely need to be submitted ahead of time to be included in the public packet materials.

**4. Public Hearing**

a. Pre-Town Meeting Public Hearing continuation including approval of Town Warrant

R. Houseman supplied materials and recommendations in advance regarding the articles that were tabled until this meeting.

**Article 10**

J. Whitcomb recused herself from Article 10 discussion.

R. Houseman recommended withdrawing the TIF Warrant Article and allocating funding for design, financial analysis, and public outreach. He supplied a memo detailing the recommendation.

Based on the feedback received at the 4/4/25 CIPC meeting, the 4/10/2025 Selectboard meeting, and the 4/9/2025 Hanover School Board meeting, R. Houseman recommended that the Selectboard table the current Tax Increment Financing (TIF) warrant article and instead appropriate \$150,000 to the Town Manager's FY26 budget to retain a qualified consultant. This funding would support the development of preliminary designs, updated construction cost estimates, and a comprehensive evaluation of all potential funding mechanisms, including but not limited to a TIF District.

R. Houseman explained the rationale itemized in the memo for use of the requested funds.

He also explained the tax revenue that will go to the general fund rather than improvements to the TIF District if the Board decision is to delay creating the TIF district.

He provided a spreadsheet for a \$14,000,000 bond showing results of fixed principal payments.

**Board discussion:**

J. Chamberlain does not agree to postpone the process. It is a dereliction of duty to push these projects down the road.

Selectboard

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The funding mechanism is not the only thing at stake. The infrastructure is in need of repairs. If we do not advance the TIF this year we need to put money aside for it, not just for outreach and studies, but for preliminary designs to move the project forward.

C. Callaghan has concerns about starting the design process without having selected the final project.

J. Berke is in support of what J. Chamberlain is suggesting. The Gateway to our City should be well designed and it has been neglected for a long time. He was disappointed after the last meeting because the focus was pulled away from drawing the boundaries of the TIF and onto small design and finance details that are several steps ahead in the process.

R. Houseman gave details on what the request of \$150,000 will do to move the project forward.

J. Berke clarified he is in support of the staff recommendation for article 10.

A. Rassias is also in support.

J. Chamberlain is recommending allocating \$200,000 to \$400,000 to develop the designs in addition to the \$150,000 requested for outreach and research on the TIF.

R. Houseman reviewed some potential cost amounts for the project and the varying levels of design.

E. Bullion has a spreadsheet showing what allocating different amounts of funds will do to the undesignated fund balance percentage. Some of the numbers were reviewed.

Public Comment on Article 10:

Deb Nelson of Hanover is on the school boards and commented that the school boards understand the need for work on town infrastructure and they also have facility costs. After R. Houseman left the school board meeting, the board made a motion that was unanimously supported. She informed the Selectboard of that motion. (Read into the record)

Hanover School Board is opposed to the TIF at this time.

Doug Lance, 179 Lyme Road again expressed concerns about losing parking downtown. C. Callaghan and J. Berke explained the concept that was shown was just an idea, but there will be a lot of outreach and research before any decisions about that are made. Most of the funding being discussed is to work on and repair infrastructure.

Kari Asmus, Etna is in support of R. Houseman's amended recommendation for Article 10. She is concerned about the Town boards and School boards being on opposite sides of the issue. She suggests getting creative on the funding options and all working together. She gave additional funding opinions and options.

Some back and forth discussion and clarification comments were made by J. Berke following comments by K. Asmus (and previous comments made last week)

Ben Keeney, Farm Rd and Chair of Dresden School Board reiterated his comments from last week to slow down and do the project right. He supports the amended Article 10 recommended tonight.

The board members were in consensus to remove Article 10 from the warrant as recommended by the Town Manager.

C. Callaghan mentioned Article 19 will be the discussion whether to appropriate funds, either by raising taxes or reducing the undesignated fund balance and amend the budget accordingly.

Article 14

R. Houseman proposed an updated recommendation for article 14:

Selectboard

April 14, 2025

I recommend using "Road Right-of-Way" as part of the name for the consolidated CRF. This term does not conflict with the CRF statutes and is consistent with the Town's Road maintenance, repair, and reconstruction program. Road work routinely extends beyond the travel way and often includes shoulder work and drainage improvements. As written, this article would also enable the implementation of the adopted Complete Streets policy.

No public comments

**At 8:13 pm A. Rassias MOVED to support Article 14 as presented. J. Berke SECONDED. All in favor**

Article 15

R. Houseman proposed an updated recommendation for Article 15:

I recommend reappropriating the Bridge CRF funds into the Capital Facilities Capital Reserve Funds. DPW notes that all future bridge work would be bonded and, therefore, this change does not adversely impact the Road Right-of-Way and Bridge Construction and Improvement Capital Reserve Fund.

No public comment

**At 8:15 pm J. Berke MOVED to support Article 15 as presented. A. Rassias SECONDED. All in favor**

Article 19

If the board withdraws Article 10 -TIF district, R. Houseman recommends adding \$150,000 to the Operating Budget to fund a consultant as outlined above.

E. Bullion provided fund balance percentages based on the recommendation.

Board discussion:

J. Chamberlain is in favor of the recommendation. However, the \$150,000 will now be spent on partial designs of two projects and consulting fees on the financing options. She would like another \$300,000 be made available to fund designs so if ready later in the fiscal year, the project can move forward.

The board discussed different amounts of money to appropriate and how that affects the fund balance percentage.

Public Comment

Kari Asmus, Etna believes if the original article 10 had stayed in the warrant, there wouldn't have been \$150,000 in the budget for this purpose. She also commented that this is the type of funding that should come before the CIPC.

The board was aware of the lack of funding for the TIF district and projects a few weeks ago, and that's why it's been added.

**At 8:27 pm A. Rassias MOVED to increase the budget by \$200,000 from the undesignated fund balance to \$32,870,441. J. Chamberlain SECONDED. Vote: All in favor**

**5. Adjournment**

**At 8:29 pm J. Whitcomb MOVED to adjourn. A. Rassias SECONDED. Vote: All in favor**



Respectfully Submitted,

Jessica Marchant

**SUMMARY**

**Item 4**

**At 8:13 pm A. Rassias MOVED to support Article 14 as presented. J. Berke SECONDED. All in favor**

**At 8:15 pm J. Berke MOVED to support Article 15 as presented. A. Rassias SECONDED. All in favor**

**At 8:27 pm A. Rassias MOVED to increase the budget by \$200,000 from the undesignated fund balance to \$32,870,441.  
J. Chamberlain SECONDED. Vote: All in favor**

**Item 5**

**At 8:29 pm J. Whitcomb MOVED to adjourn. A. Rassias SECONDED. Vote: All in favor**

# HANOVER IMPROVEMENT SOCIETY



STORRS POND • NUGGET THEATER • CAMPION LINK

[www.hanoverimprovement.org](http://www.hanoverimprovement.org)

# THE HANOVER IMPROVEMENT SOCIETY

57 South Main Street Hanover, NH 03755 603-643-2408

[WWW.HANOVERIMPROVEMENT.ORG](http://WWW.HANOVERIMPROVEMENT.ORG)

Chair Carey Callaghan  
Hanover Selectboard  
41 South Main Street  
Hanover, NH 03755

March 31, 2025

Dear Carey,

On behalf of the Hanover Improvement Society, thank you and the selectboard for considering a gift from the Bressett fund for the Storrs Pond Recreation Area for \$67,000 with a breakdown attached.

Unlike other local towns such as Lebanon, Hartford and Claremont our community relies heavily on the HIS and SPRA to provide swim and tennis lessons along with outdoor access to our pool, pond, and other amenities. For over 70 years SPRA has been providing swim lesson to children and 35 plus years for tennis lessons.

Annually we teach 150 children how to swim in our heated pool with a staff of one lead instructor and 5 assistants. In addition, we handle all administrative details, heat the pool, and provide insurance for the entire area. SPRA is also the home pool for the Upper Valley Rapids, a popular youth swim team utilizing the pool 5 days a week.

Our tennis program welcomes 250 plus school age participants as well as several adult instructional, advanced programs, and leagues. We are also the proud hosts of the Hanover High boys and girl's tennis programs.

In addition to the swim and tennis programs we also offer no charge family memberships to deserving families. Working with local schools and the town of Hanover, annually 12-15 family scholarships are awarded.

With all of our programs and offerings available, we estimate 80,000 guests will visit us each summer.

I hope that you find our request meets the requirements in the Bressett fund guidelines. I also hope you see the value in supporting such a worthy community asset.

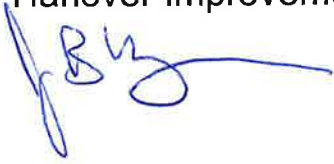
A gift from the Bressett fund would allow us to continue to provide important services for the community. More importantly, it will allow us to

maintain an affordable facility and offer an enriching experience for folks of all ages without impacting tax payers.

I am happy to meet and discuss further if you find it necessary,

Thank you

Jeff Graham GM  
Hanover Improvement Society

A handwritten signature in blue ink, appearing to read 'J. Graham', with a long horizontal flourish extending to the right.

## **STORRS POND RECREATION BUDGET BREAKDOWN**

Below is a partial listing of expenses projected for the upcoming season at Storrs Pond.

### **Programs**

#### **Swim lessons:**

In order to provide a safe environment for the range of swim lessons offered annually we spend in compensation, administration and insurance- **\$40,000**

#### **Tennis Lessons:**

We budget \$6,000 in compensation and another \$2,000 for supplies such as balls, racquets and equipment. **\$8,000**

#### **Rental Watercraft Upgrades:**

Our goal is to each year improve our antiquated fleet of watercraft to include:

3 kayaks at \$1,200, 3 canoes at \$1,500, 4 paddleboards at \$1,500 1 paddleboat at \$400 10 paddles \$500 Total **\$5,100**

25 new PFD'S (personal flotation device's) **\$1,000**

#### **Lifeguard upgrades:**

Hi Deck chair - \$1,500, lifesaving rescue board- \$2,000 total **\$3,500**

Deserving family Free Scholarships-**\$ 10,000**

**Total \$67,000**



April 25, 2025

**TO: TOWN OF HANOVER SELECTBOARD**

**FROM: ADRIANE COUTERMARSH & CHRISTINA HALL**

**SUBJECT: SEWER ABATEMENT RECOMMENDATION-16 OCCOM RIDGE (ACCOUNT #U3136)**

**CC: TOWN CLERK/TAX COLLECTOR'S OFFICE; TOWN MANAGER'S OFFICE**

Lisa Coyle has contacted our office to request abatement of a portion of the water bill issued on 3/17/2025 to 16 Occom Ridge. This request is due to a leak caused by an outdoors hose while the property owner(s) were away from the residence. Because the water used due to this leak did not enter the Town sewer, Town staff are in support of an abatement of the sewer portion of the bill that this leak contributed to.

***We recommend an abatement of \$369.82, calculated as follows:***

Read Prior to Leak Start (2/3/25)	59495
Read After Leak End (2/25/25)	67981
CF Used During Leak Period	8486

CF Billed	8740
Recommended CF to Abate	8486
Sewer Rate (8486 CF @ \$43.58/1000 CF)	0.04358
<b>Total Recommended Abatement Amount</b>	<b>\$369.82</b>

We would like to note that the meter at this location is still due for replacement, which we sent a postcard notice about on February 27<sup>th</sup> of this year as well as the notices that have been appearing on the bills. Once this meter is replaced, the customer will be able to set alerts to be notified of leaks such as the one that occurred in this instance.


*Adriane Coutermarsh*

Adriane Coutermarsh (Apr 25, 2025 13:17 EDT)

Adriane Coutermarsh, Administrative Coordinator

*Christina Hall*

Christina Hall, Deputy Director of Public Works





## Parks & Recreation Department

TOWN OF HANOVER, NH

48 Lebanon Street  
Hanover, NH 03755

(603) 643-5315

hprpreservations@hanovernh.org

### LIGHT POLE BANNER REQUEST (11SEP23)

#### ORGANIZATION CONTACT INFORMATION

Organization Name: Hood Museum of Art

Organization Address: 6 E Wheelock Street Hanover, NH 03755

Contact Name: Isabelle Scottlind

Contact Title: Mutual Learning Fellow, Communications

Contact Phone: (603) 646-9635

Contact Email: isabelle.s.scottlind@dartmouth.edu

#### DISPLAY DATES

Start Date: 08/15/2025

End Date: 09/13/2025

*Display of banners cannot exceed 30 days.*

#### BANNER INFORMATION

Number of Banners: 10

Banner Locations: Please refer to [downtown banner location map](#).

- |                                       |                                       |                                       |                                       |  |
|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|
| <input checked="" type="checkbox"/> 1 | <input checked="" type="checkbox"/> 2 | <input checked="" type="checkbox"/> 3 | <input checked="" type="checkbox"/> 4 | <input checked="" type="checkbox"/> 5  |
| <input checked="" type="checkbox"/> 6 | <input checked="" type="checkbox"/> 7 | <input checked="" type="checkbox"/> 8 | <input checked="" type="checkbox"/> 9 | <input checked="" type="checkbox"/> 10 |

Narrative on why your banners should be displayed.

On September 13th, 2025, the Hood Museum of Art will be celebrating its 40th anniversary with an all-day Birthday Block party, which will include live music, refreshments, and art-themed activities for all ages. The event will be free and open to the public, and we hope to see many members of the Hanover community at the event.

To help promote this occasion, we would like to spread the word throughout the Upper Valley community with light pole banners along south Main Street. We envision these banners - featuring the Hood Museum's logo, art from the Hood Museum collection, and 40th anniversary branding - to garner excitement within the Upper Valley's cultural hub. Pending availability and approval, we would love to see these banners displayed from August 15, 2025 to September 13, 2025.

Included in this request are our designs for the light pole banners. There are six different designs, each with a front and back. We hope, if possible, to alternate the banners down south Main Street for increased visual interest and to highlight a variety of works from the Hood's collection.

#### OFFICE USE ONLY

Selectboard Approval: YES NO

Signature:

Date:

Notes:

## **South Main Street Overhead Banner Request: Welcome to Hanover**

### *Organization Information*

Hanover Parks and Recreation

### *Event Details*

The banner is meant to welcome people to the town of Hanover for the purpose of building community. The banner donors would like it to be hung during the date range below. Going forward, the banner can be hung any week there is not a scheduled banner.

### *Banner Design*

Larger file attached to this email, preview below. Banner was designed to match “Explore Hanover” branding from the Downtown Business Group. There are light pole banners that coordinate with this design.



### *Preferred Display Dates*

August 10, 2025-August 17, 2025

### *Contact Information*

Hannah Falcone, Events and Media Program Manager at Hanover Parks and Recreation

[Hannah.falcone@hanovernh.org](mailto:Hannah.falcone@hanovernh.org)

603-643-5315x3304

Dartmouth College, Conferences & Events  
5 Allen Street, Suite 250  
Hanover, NH 03755

April 29, 2025

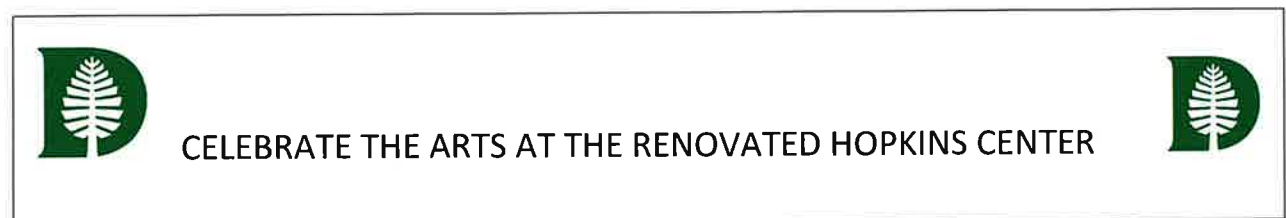
Board of Selectmen, Town of Hanover  
PO Box 483  
Hanover, NH 03755

Dear Hanover Board of Selectmen:

I am writing on behalf of the Conferences & Events Department at Dartmouth College to request permission to hang a banner on Main Street in Hanover for the upcoming Hopkins Center at Dartmouth Reopening and Celebration. Over the course of the weekend, we will welcome alumni, donors, and community members to campus. We anticipate seeing approximately 1500 guests on campus and in Hanover throughout the weekend. We would like to hang a banner on Main Street to welcome these alumni and guests to campus, and to invite them to venture into downtown Hanover to support our local retailers.

Hopkins Center at Dartmouth Reopening and Celebration is designed to showcase the new and renovated spaces throughout the Hopkins Center with performances, open houses and a formal dedication ceremony. This event will take place on campus from Thursday, October 16 through Sunday, October 19. The weekend will include tours of prominent new and renovated spaces, programming aimed at arts interested alumni and community members, a formal dedication of the building and a BBQ style lunch on Saturday, October 18.

Here is a representation of the banner:



We would request this banner to be hung from Sunday, October 5 through Sunday, October 12, 2025.

Sincerely,

Mary Claire Farnham  
Assistant Director, Conferences & Events



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March 18, 2025

[kate.shea@hanovernh.org](mailto:kate.shea@hanovernh.org)

**Hanover Board of Selectmen  
PO Box 483  
Hanover, NH 03755**

Dear Selectboard members,

I am writing for permission to have a banner hung across Main St. for the week prior to Thanksgiving, to advertise the Pods for the Pulpit Crafts Fair, which will take place at Tracy Hall on Nov. 28th and 29th this year. We will use the same banner that you kindly approved for us last year.

This crafts fair is an annual event - this will be the 29th - sponsored by the Unitarian Universalist Congregation of the Upper Valley (UUCUV) in Norwich. In early years it was a major source of fundraising for the congregation but in recent years we have committed to sending 100% of the proceeds from the fair to support The Haven.

I've attached a copy of the banner.

Thank you in advance for your consideration.

Sincerely,

**Katherine Lucier  
1070 NH Rte 10  
Orford, NH 03777  
[kathlucier@gmail.com](mailto:kathlucier@gmail.com)  
603-359-6140**



Friday 10-4  
Sat. 10-3

# Pods for the Pulpit Annual Crafts Fair

## Thanksgiving Weekend • TRACY HALL, NORWICH VT

Presented by the Unitarian Universalist Congregation of the Upper Valley

to benefit the



Upper Valley  
Haven