

**NOTICE OF PUBLIC MEETING  
SELECTBOARD  
Monday, June 16, 2025, at 7:00 PM  
Board Room, Municipal Building  
41 South Main Street, Hanover, NH**

**AGENDA**

- 1. Opening of Meeting – 1 Minute**
  - a. Call to Order
- 2. Agenda Review – 3 Minutes**
  - a. Agenda Review
- 3. Public Comment – 15 Minutes**
  - a. Public may address the Board
- 4. Public Hearing – 15 Minutes**
  - a. Review and approval of FY26 Rates and Fees Schedule
- 5. Announcements/Recognition – 5 Minutes**
  - a. Employee recognition
- 6. Business Requiring Discussion – 15 Minutes**
  - a. Organizational meeting for 2025-2026 Selectboard and committee assignments
  - b. Deer Management update
  - c. Hybrid Meeting overview
- 7. Town Manager Monthly Report – 0 Minutes**
  - a. None
- 8. Business Requiring Action – 30 Minutes**
  - a. Approval of FY26 Rates and Fees Schedule
  - b. Approval of Grants Management Policy
  - c. Approval of the Designation of Authorities for Clean Water SRF Loan
  - d. Approval of June 2, 2025, Selectboard meeting minutes
  - e. Approval of items i to iii by Consent
    - i. Donations – Etna Library
    - ii. Donation – Fire Department
    - iii. Raffle Permit
- 9. Selectboard Reports – 15 Minutes**
- 10. Nonpublic Session – 20 Minutes**

- a. Move into Nonpublic Session
- b. Discussion pursuant to RSA 91:1:3 II (A)(B)(D)(E)(L)

**11. Adjournment**

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

# TOWN *of* HANOVER

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## MEMORANDUM

**TO:** Selectboard Members  
**FROM:** Robert Houseman, Town Manager  
**DATE:** June 12, 2025

**SUBJECT:** Information for the Selectboard for June 16, 2025

### Announcements/Recognition

Employee Name	Hire Date	Years of Service	Department
Janice Grady	06/27/1988	37	Howe Library
Karen McCusker	06/13/2005	20	Finance
Richard Scheuer	06/18/2007	18	DPW
Josh Lounsbury	06/29/2009	16	Fire
Sarah Molesworth	06/05/2014	11	Etna Library
David Brown	06/07/2021	4	DPW
Chris Jordan	06/30/2022	3	DPW
Jephunneh Underwood	06/12/2023	2	Police
Nina Lloyd	06/03/2024	1	Community Nurse
Tamera Coutermarsh	06/17/2024	1	Parks & Recreation
Tara Gray	06/17/2024	1	Parking
Tizon Harris	06/18/2024	1	DPW

### Business Requiring Discussion

**a. Organizational meeting for 2025-2026 Selectboard and committee assignments**

**b. Deer Management update**

NH Fish and Game requires full compliance with the DMAP rules in order to expand the boundaries of the management area, including written permission from all landowners participating in the program, and a map showing approved parcels. The DMAP rules are attached for your reference. Based on this information, the Town of Hanover will not be proposing any changes to the DMAP for 2025.

**c. Hybrid Selectboard meeting review**

I have attached a memo for your review and discussion.

**Business Requiring Action**

**a. Approval of FY26 Rates and Fees Schedule**

**Action Requested:** Approval of FY26 Rates and Fees Schedule

**Suggested Motion:** *I move to approve FY26 Rates and Fees Schedule.*

**b. Review and Approval of Grants Management Policy**

The attached policy is to satisfy an element of our Single Audit corrective action plan, and the due date is 6/30/25.

**Action Requested:** Approval of the Grants Management Policy

**Suggested Motion:** *I move to approve the Grants Management Policy.*

**c. Approval of the Designation of Authorities for Clean Water SRF Loan**

The attached Designation of Authorities enables the town to seek up to \$100,000 in reimbursement from the New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF). These funds were authorized by the approval of Warrant article 6 at Town Meeting.

**Project Purpose and Need**

The Town of Hanover owns, operates, and maintains the sewer collection system serving the Town of Hanover and parts of the City of Lebanon. The Town's wastewater system consists of gravity sewer, force mains, and pump stations conveying flows to the Town's Water Reclamation Facility for treatment. In 2024 the Town received a DRAFT medium general NPDES permit for their WRF and anticipates receiving a final permit within the next year. The draft permit included new planning requirements for evaluating and implementing climate resilience measures. The new requirements are anticipated to be included within the Town's final permit. The Town needs to procure the services of an engineer to assist in the development of a plan of this magnitude. The Town and their engineer will work together to prepare a plan under the EPA's standards to be compliant under their future permit.

**Project Description**

The goal of this project is to develop a plan which fulfills the climate adaptation planning requirements outlined in the Town's draft NPDES permit. This project includes the inventorying of wastewater assets, identification of climate-related hazards, identification vulnerable and critical assets, and the development of an adaptation plan to guide the implementation of measures to mitigate environmental risks to the Town's wastewater infrastructure. Site visits and

inspections of existing wastewater assets will be conducted to assess the consequences of impacts from previously identified environmental hazards. Short-term and long-term adaptation practices will be identified for vulnerable critical assets and assessed based on feasibility, probable costs, and effectiveness. The final plan will include a preliminary schedule to guide the implementation and maintenance of adaptation measures

**Action Requested:** Approval of the Designation of Authorities for Clean Water SRF Loan

**Suggested Motion:** *I move to approve of the Designation of Authorities for Clean Water SRF Loan.*

**d. Approval of June 2, 2025, Selectboard Meeting Minutes**

**Action Requested:** **Approval** of the June 2, 2025, Selectboard Meeting minutes as written.

**Suggested Motion:** *I move to approve the June 2, 2025, Selectboard Meeting Minutes as written.*

**e. Approval of Items i to ii by Consent**

**i. Donations – Etna Library**

- \$75.00 given by the Hanover Garden Club
- \$100.00 given by Jerry and Pat Balkom

**ii. Donation – Fire Department**

- 1994 Volvo 850 given by Mary Zimmerman for training purposes

**iii. Application for Raffle Permit**

- Northern Lights Quilt Guild would like to have a raffle where funds would go to NICU, fire victims, etc.

**Action Requested:** **Approval** of the Consent Agenda as presented

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

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

FIRE DEPARTMENT					
<u>Type of Fee</u>	<u>Adopted FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
Fire Safety Crowd Control - Manpower	Cost +50%	Cost +50%	Cost +50%	Cost +50%	Cost +50%
Fire Safety Crowd Control - Manned Apparatus	\$210.00/hour	\$210.00/hour	\$230.00/hour	\$230.00/hour	\$230.00/hour
False Alarm Charge - Fire Service	1st: Free	1st: Free	1st: Free	1st: Free	1st: Free
	2nd: \$110.00	2nd: \$110.00	2nd: \$120.00	2nd: \$120.00	2nd: \$120.00
	3rd: \$210.00	3rd: \$210.00	3rd: \$230.00	3rd: \$230.00	3rd: \$230.00
	4th and beyond: \$310 per response	4th and beyond: \$310 per response	4th and beyond: \$340 per response	4th and beyond: \$340 per response	4th and beyond: \$340 per response
Fire Extinguisher Training (for 1-10 students)	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00
Fire Extinguisher Training (for 10 or more students)	\$15.00 per student	\$15.00 per student	\$15.00 per student	\$15.00 per student	\$15.00 per student
Fire Suppression System Review: new systems, additions, alterations	\$110 base review fee PLUS \$0.10/\$1,000 cost of construction	\$110 base review fee PLUS \$0.45/\$1,000 cost of construction	\$120 base review fee PLUS \$0.45/\$1,000 cost of construction	\$120 base review fee PLUS \$0.45/\$1,000 cost of construction	\$120 base review fee PLUS \$0.45/\$1,000 cost of construction
Fire Alarm Review: new systems, additions, alterations	\$110 base review fee PLUS \$0.10/\$1,000 cost of construction	\$110 base review fee PLUS \$0.45/\$1,000 cost of construction	\$120 base review fee PLUS \$0.45/\$1,000 cost of construction	\$120 base review fee PLUS \$0.45/\$1,000 cost of construction	\$120 base review fee PLUS \$0.45/\$1,000 cost of construction
Additional Fire Inspection Services	n/a	\$75.00/hour	\$85.00/hour	\$85.00/hour	\$85.00/hour
Rescheduling of Fire Alarms or Sprinkler Acceptance Test because of contractor/owner not ready for test	n/a	\$510.00	\$510.00	\$510.00	\$510.00
Report Copy (Flat Fee)	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<u>Type of Fee</u>	<u>Adopted</u> <u>FY2021-22</u>	<u>Adopted</u> <u>FY2022-23</u>	<u>Adopted</u> <u>FY2023-24</u>	<u>Adopted</u> <u>FY2024-25</u>	<u>Proposed</u> <u>FY2025-26</u>
<b>AMBULANCE DIVISION</b>					
Per Capita - Hanover	\$40.22	\$41.31	\$43.38	\$45.55	\$48.74
Per Capita - Lyme	\$40.22	\$41.31	\$43.38	\$45.55	\$48.74
Per Capita - Norwich	\$40.22	\$41.31	\$43.38	\$45.55	\$48.74
Community Contributions Adjustment to Cover Insurance Contractual Obligations for Ambulance Calls Originating in Community	Pro-Rated Share of Lost Revenues	Pro-Rated Share of Lost Revenues	Pro-Rated Share of Lost Revenues	Pro-Rated Share of Lost Revenues	Pro-Rated Share of Lost Revenues
Report Copy (Flat Fee)	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
<u>Treatment with Transport</u> - Basic Life Support – (plus mileage)	\$900.00	\$900.00	\$ 990.00	\$ 990.00	\$ 1,060.00
<u>Treatment with Transport</u> - Advanced Life Support Level 1 – (plus mileage)	\$900.00	\$900.00	\$ 990.00	\$ 990.00	\$ 1,060.00
<u>Treatment with Transport</u> - Advanced Life Support Level 2 – (plus mileage)	\$1,300.00	\$1,300.00	\$ 1,430.00	\$ 1,430.00	\$ 1,530.00
<u>Treatment with Transport</u> - Special Care Transport	\$1,300.00	\$1,300.00	\$ 1,430.00	\$ 1,430.00	\$ 1,530.00
Mileage Rate	\$20.00/mile	\$20.00/mile	\$22.00/mile	\$22.00/mile	\$23.50/mile
<u>Treatment and Release Fee</u>	\$150.00	\$150.00	\$165.00	\$165.00	\$175.00
Emergency Services Paramedic Intercept Charge	\$350.00	\$350.00	\$385.00	\$385.00	\$410.00
Ambulance - Special Event Standby	\$225.00/hour	\$225.00/hour	\$250.00/hour	\$250.00/hour	\$265/hour

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

GENERAL ADMINISTRATION / OTHER					
<u>Type of Fee</u>	<u>Adopted FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
Processing Fee for Returned Deposit Item (NSF Checks or Checks Drawn on Closed Accounts; Rejected ACH Transactions)	\$25.00	\$25.00	\$25.00 plus all protest, bank, mailing and legal fees	\$25.00 plus all protest, bank, mailing and legal fees	\$25.00 plus all protest, bank, mailing and legal fees
Late Fee on Overdue Balances from General Service Invoices (billed through the Town's Accounting Office)	12.00% per annum interest	12.00% per annum interest	12.00% per annum interest	12.00% per annum interest	12.00% per annum interest
General Photocopying, including RSA 91-A Right-to-Know Requests single page (8.5" x 11.0")	\$.25/page	\$.25/page	\$.25/page	\$.25/page	\$.25/page
General Photocopying, including RSA 91-A Right-to-Know Requests – single page (8.5" x 14.0")	\$.50/page	\$.50/page	\$.50/page	\$.50/page	\$.50/page
General Photocopying, including RSA 91-A Right-to-Know Requests – single page (11.0" x 17.0")	\$.75/page	\$.75/page	\$.75/page	\$.75/page	\$.75/page
Copies of Appraisal Card for Property Owner	No charge	No charge	No charge	No charge	No charge
Copies of Appraisal Card for Requesters Other than Property Owner	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Copies of Warranty Deed	\$1.00/page	\$1.00/page	\$1.00/page	\$1.00/page	\$1.00/page
Copies of Tax Map	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
Copies of Tax Bills for Property Owner	No charge	No charge	No charge	No charge	No charge
Copies of Tax Bills for Requesters Other than Property Owner	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Electronic Files from Town Databases – on flashdrive or via email (no data filtering a/o manipulation)	\$25.00	\$25.00	\$30.00	\$30.00	\$30.00



Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<u>Type of Fee</u>	<u>Adopted FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
Public Voter Checklist – in any form (paper, e-mail, etc.)	\$25.00 for first 2,500 names on checklist plus \$.50 per thousand names or portion thereof in excess of 2,500; plus any shipping costs	\$25.00 for first 2,500 names on checklist plus \$.50 per thousand names or portion thereof in excess of 2,500; plus any shipping costs	\$25.00 for first 2,500 names on checklist plus \$.50 per thousand names or portion thereof in excess of 2,500; plus any shipping costs	\$25.00 for first 2,500 names on checklist plus \$.50 per thousand names or portion thereof in excess of 2,500; plus any shipping costs	\$25.00 for first 2,500 names on checklist plus \$.50 per thousand names or portion thereof in excess of 2,500; plus any shipping costs
Notary Public Services – per signature – Non-Residents	\$7.50	\$7.50	\$8.00	\$8.00	\$8.00
Notary Public Services – per signature for Hanover Residents (NH ID showing Hanover address must be presented)	No charge	No charge	No charge	No charge	No charge
Vendor Permit (Regular Size) - Daily	\$15.00	\$15.00	\$20.00	\$20.00	\$20.00
Vendor Permit for 9 Months beginning March 1 and ending November 30	\$1,200.00	\$1,200.00	\$1,300.00	\$1,300.00	\$1,300.00
Pole License	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Articles of Agreement (Filing Fee)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Vital Statistics (e.g., Certified Copy of Birth Certificate)	\$15.00 for initial copy; \$10.00 for additional copies ordered at same time	\$15.00 for initial copy; \$10.00 for additional copies ordered at same time	\$15.00 for initial copy; \$10.00 for additional copies ordered at same time	\$15.00 for initial copy; \$10.00 for additional copies ordered at same time	\$15.00 for initial copy; \$10.00 for additional copies ordered at same time
Marriage License Fees (set by State of NH)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Conduit License Agreement	\$1.20/linear ft.	\$1.20/linear ft.	\$1.20/linear ft.	\$1.20/linear ft.	\$1.20/linear ft.
<b>HIGHWAY</b>					
Driveway Permits (DPW Review)	\$100.00	\$100.00	\$110.00	\$110.00	\$115.00
Private Construction - Class VI Highway Permit	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Excavation Permits	\$100.00	\$100.00	\$110.00	\$110.00	\$115.00
Obstruction Permits	\$40.00	\$40.00	\$50.00	\$50.00	\$50.00
Project Inspection	\$85.00/hr	\$90.00/hr	\$90.00/hr	\$90.00/hr	\$100.00/hour

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<b>HOWE LIBRARY &amp; ETNA TOWN LIBRARY</b>					
<b><u>Type of Fee</u></b>	<b><u>Adopted</u> <u>FY2021-22</u></b>	<b><u>Adopted</u> <u>FY2022-23</u></b>	<b><u>Adopted</u> <u>FY2023-24</u></b>	<b><u>Adopted</u> <u>FY2024-25</u></b>	<b><u>Proposed</u> <u>FY2025-26</u></b>
Out-of-State Inter-Library Loan Flat Fee	\$5.00	\$5.00	\$5.00	\$5.00	\$7.50
Museum Pass Non-Pickup Fee	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Museum Pass Overdue Return Fee	\$5.00/day	\$5.00/day	\$5.00/day	\$5.00/day	\$5.00/day
Non-Resident Family – 12 Month Membership	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00
Non-Resident Family – 3 Month Membership	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Non-Resident Senior Citizen – 12 Month Membership (65+)	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00
Dresden Employee Card	No charge	No charge	No charge	No charge	No charge
Non-Resident Childcare Providers	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00
Copy and Print fee					\$.25/page

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

PLANNING BOARD					
<u>Type of Fee</u>	<u>Adopted FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
LCHIP fee* ( <i>Land &amp; Community</i> )	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
*Mandate by the State to record all Plans or Plan Sets					
*Separate certified check or money order required, made payable to "Grafton County Registry of Deeds"					
Legal Notice fee	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Notification fee	\$10.00 PLUS USPS Certified Mail rate per name on Notification List	\$10.00 PLUS USPS Certified Mail rate per name on Notification List	\$10.00 PLUS USPS Certified Mail rate per name on Notification List	\$10.00 PLUS USPS Certified Mail rate per name on Notification List	\$10.00 PLUS USPS Certified Mail rate per name on Notification List
Registry fee	\$25.00 processing fee PLUS charge from Registry of Deeds	\$25.00 processing fee PLUS charge from Registry of Deeds	\$25.00 processing fee PLUS charge from Registry of Deeds	\$25.00 processing fee PLUS charge from Registry of Deeds	\$25.00 processing fee PLUS charge from Registry of Deeds
<b>Subdivision</b> (payable at time of design review application submission)					
Minor	\$325 base fee PLUS \$100/lot, plat, site or other division of land including units per RSA 672:14, PLUS LCHIP, Legal Notice, Notification, AND Registry	\$325 base fee PLUS \$100/lot, plat, site or other division of land including units per RSA 672:14, PLUS LCHIP, Legal Notice, Notification, AND Registry	\$325 base fee PLUS \$100/lot, plat, site or other division of land including units per RSA 672:14, PLUS LCHIP, Legal Notice, Notification, AND Registry	\$325 base fee PLUS \$100/lot, plat, site or other division of land including units per RSA 672:14, PLUS LCHIP, Legal Notice, Notification, AND Registry	\$325 base fee PLUS \$100/lot, plat, site or other division of land including units per RSA 672:14, PLUS LCHIP, Legal Notice, Notification, AND Registry

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<u>Type of Fee</u>	<u>Adopted FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
Major	\$625 base fee PLUS \$150/lot, plat, site, or other division of land including units per RSA 672:14, PLUS LCHIP, Legal Notice, Notification, AND Registry	\$625 base fee PLUS \$150/lot, plat, site, or other division of land including units per RSA 672:14, PLUS LCHIP, Legal Notice, Notification, AND Registry	\$625 base fee PLUS \$150/lot, plat, site, or other division of land including units per RSA 672:14, PLUS LCHIP, Legal Notice, Notification, AND Registry	\$625 base fee PLUS \$150/lot, plat, site, or other division of land including units per RSA 672:14, PLUS LCHIP, Legal Notice, Notification, AND Registry	\$625 base fee PLUS \$150/lot, plat, site, or other division of land including units per RSA 672:14, PLUS LCHIP, Legal Notice, Notification, AND Registry
<u>Modification of Approval</u>					
Minor	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
SPR-Mnr	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Major	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
<u>Site Plan Review</u>					
Minor Projects	\$75.00 PLUS Legal Notice, Notification AND \$5.00 per \$10,000 ECC	\$75.00 PLUS Legal Notice, Notification AND \$5.00 per \$10,000 ECC	\$75.00 PLUS Legal Notice, Notification AND \$5.00 per \$10,000 ECC	\$75.00 PLUS Legal Notice, Notification AND \$5.00 per \$10,000 ECC	\$75.00 PLUS Legal Notice, Notification AND \$5.00 per \$10,000 ECC
Major Projects	\$525.00 PLUS Legal Notice, Notification, PLUS:	\$525.00 PLUS Legal Notice, Notification, PLUS:	\$525.00 PLUS Legal Notice, Notification, PLUS:	\$525.00 PLUS Legal Notice, Notification, PLUS:	\$525.00 PLUS Legal Notice, Notification, PLUS:
\$0 to \$10,000,000 ECC	\$5.00 per \$10,000 of ECC	\$5.00 per \$10,000 of ECC	\$5.00 per \$10,000 of ECC	\$5.00 per \$10,000 of ECC	\$5.00 per \$10,000 of ECC
\$10,000,001 - \$30,000,000 ECC	\$3.00 per \$10,000 of ECC	\$3.00 per \$10,000 of ECC	\$3.00 per \$10,000 of ECC	\$3.00 per \$10,000 of ECC	\$3.00 per \$10,000 of ECC
\$30,000,001 and over ECC	\$1.00 per \$10,000 of ECC	\$1.00 per \$10,000 of ECC	\$1.00 per \$10,000 of ECC	\$1.00 per \$10,000 of ECC	\$1.00 per \$10,000 of ECC
<u>Modification of Approval</u>	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<u>Type of Fee</u>	<u>Adopted</u> <u>FY2021-22</u>	<u>Adopted</u> <u>FY2022-23</u>	<u>Adopted</u> <u>FY2023-24</u>	<u>Adopted</u> <u>FY2024-25</u>	<u>Proposed</u> <u>FY2025-26</u>
Certificate of Compliance Inspection	\$50.00 /inspection	\$50.00 /inspection	\$50.00 /inspection	\$50.00 /inspection	\$50.00 /inspection
Field Change	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
<u>Minor Lot Line Adjustment and</u> <u>Boundary Agreements</u>	\$150.00 PLUS LCHIP, Legal Notice, Notification AND Registry	\$150.00 PLUS LCHIP, Legal Notice, Notification AND Registry	\$150.00 PLUS LCHIP, Legal Notice, Notification AND Registry	\$150.00 PLUS LCHIP, Legal Notice, Notification AND Registry	\$150.00 PLUS LCHIP, Legal Notice, Notification AND Registry
<u>Lot Merger</u>	\$50.00 PLUS Registry	\$50.00 PLUS Registry	\$50.00 PLUS Registry	\$50.00 PLUS Registry	\$50.00 PLUS Registry

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<b>ZONING &amp; BUILDING PERMITS</b>					
<u>Type of Fee</u>	<u>Adopted FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
<u>Minimum Permit Fee</u>					
One- and Two-Family Residential	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Commercial, Institutional, Multi-Family, and Other Non-One- and-Two-Family-residential construction	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
<u>One- and Two-Family Residential</u>	\$100 PLUS	\$100 PLUS	\$100 PLUS	\$100 PLUS	\$100 PLUS
Finished dwellings & additions, etc.	\$0.75/sf	\$0.75/sf	\$0.75/sf	\$0.75/sf	\$0.75/sf
Renovations, alterations, etc.	\$0.50/sf	\$0.50/sf	\$0.50/sf	\$0.50/sf	\$0.50/sf
Non-Habitable Structures	\$0.50/sf	\$0.50/sf	\$0.50/sf	\$0.50/sf	\$0.50/sf
(Porch, garage, shed, fence, pool, temporary trailer, retaining wall, etc.)					
<u>Commercial, Institutional, Multi-Family Residential</u> (All construction)	\$100 PLUS	\$100 PLUS	\$100 PLUS	\$100 PLUS	\$100 PLUS
	\$6.00 per \$1,000 of Construction Cost	\$6.00 per \$1,000 of Construction Cost	\$6.00 per \$1,000 of Construction Cost	\$6.00 per \$1,000 of Construction Cost	\$6.00 per \$1,000 of Construction Cost
<u>Sign, Awning, or Canopy</u>	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
<u>Parklet Application Fee</u> - for outdoor dining				\$50.00	\$50.00
<u>Moving or Demolition</u>	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
<u>Revision Plan Review and Partial Submissions</u>	\$75.00/hr (min 1 hour)	\$75.00/hr (min 1 hour)	\$75.00/hr (min 1 hour)	\$75.00/hr (min 1 hour)	\$75.00/hr (min 1 hour)
<u>Projects Requiring Outside Consulting Assistance</u> (where outside consulting services for plan review, testing or inspection are required)	The Town of Hanover has 30 days to review <b>complete</b> One- & Two-Family Project applications and 60 days to review <b>complete</b> Commercial & Multi-Family Projects & Properties under Condominium Ownership applications. In the event an applicant wants expedited review, or the Building Inspector deems the scope and complexity of the project to warrant outside review, the applicant shall, in addition to fees specified herein, pay costs of review by a third-party consultant selected by the Town.				
<u>Blanket Permit</u> per Project	\$50.00	\$50.00	\$75.00	\$75.00	\$75.00
(Sec. IX of Building Code Adoption Ordinance)					
<u>Application Resubmittal</u> (if filed 6 months or more after date of rejection, must file for new permitting)	\$100.00 for all projects	\$100.00 for all projects	\$100.00 for all projects	\$100.00 for all projects	\$100.00 for all projects
<u>Permit Extension</u>	\$50.00	\$50.00	\$100.00	\$100.00	\$100.00

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<u>Type of Fee</u>	<u>Adopted FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
<u>Re-Inspection</u>	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
<u>Additional Inspection</u>	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Request for <u>Life Safety Inspection</u> to enable occupancy prior to C.O. issuance					
*To be paid prior to scheduling C.O. inspection	\$100.00*	\$100.00*	\$100.00*	\$100.00*	\$100.00*
Permit Reinstatement - please note that the reinstatement of a building permit also requires reinstatement of a zoning permit, which is an additional fee	Half of the original Code Review fee or \$50.00, whichever is greater	\$100.00	\$100.00	\$100.00	\$100.00
<u>Deferred Electrical/Plumbing/Mechanical Submission</u>	\$75.00/hr (note: minimum \$75 1-hour fee)	\$75.00/hr (note: minimum \$75 1-hour fee)	\$75.00/hr (note: minimum \$75 1-hour fee)	\$75.00/hr (note: minimum \$75 1-hour fee)	\$75.00/hr (note: minimum \$75 1-hour fee)
<u>Administrative Fee for Beginning Work w/o Permits/Approvals</u>	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
<u>Health Inspection</u>	\$75.00 / Inspection	\$75.00 / Inspection	\$75.00 / Inspection	\$75.00 / Inspection	\$75.00 / Inspection
<b>ZONING PERMIT ONLY</b>	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
<u>Wetlands Administrative Permit</u>	\$50.00 PLUS cost to prepare and mail notices to abutters (\$5.00 PLUS USPS 1st Class mail rate per name on Notification List)	\$50.00 PLUS cost to prepare and mail notices to abutters (\$6.00 PLUS USPS 1st Class mail rate per name on Notification List)	\$50.00 PLUS cost to prepare and mail notices to abutters (\$6.00 PLUS USPS 1st Class mail rate per name on Notification List)	\$50.00 PLUS cost to prepare and mail notices to abutters (\$6.00 PLUS USPS 1st Class mail rate per name on Notification List)	\$50.00 PLUS cost to prepare and mail notices to abutters (\$6.00 PLUS USPS 1st Class mail rate per name on Notification List)
<u>Septic Design Review</u>	\$50.00	\$50.00	\$100	\$100	\$100
(Prerequisite for DES Review)					
<u>Driveway Permit (Zoning Review)</u>	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<u>Type of Fee</u>	<u>Adopted FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
<b>ZONING BOARD OF ADJUSTMENT</b>					
<u>Legal Notice fee</u>	\$75.00	\$25.00	\$25.00	\$25.00	\$25.00
<u>Notification fee</u>	\$10.00 PLUS USPS Certified mail rate per name on Notification List	\$10.00 PLUS USPS Certified mail rate per name on Notification List	\$10.00 PLUS USPS Certified mail rate per name on Notification List	\$10.00 PLUS USPS Certified mail rate per name on Notification List	\$10.00 PLUS USPS Certified mail rate per name on Notification List
<u>Special Exception</u>	\$325.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification
<u>Variance</u>	\$325.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification
<u>Appeal of Administrative Decision</u>	\$325.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification
<u>Equitable Waiver</u>	\$325.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification
<u>Hearing Under RSA 674:41</u>	\$325.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification
<u>Rehearing</u>	\$125.00 (PLUS Legal Notice & Notification, if granted)	\$100.00 (PLUS Legal Notice & Notification, if granted)	\$150.00 (PLUS Legal Notice & Notification, if granted)	\$150.00 (PLUS Legal Notice & Notification, if granted)	\$150.00 (PLUS Legal Notice & Notification, if granted)



Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<b>PLANNING, ZONING, CODE ENFORCEMENT-BUILDING SAFETY</b>					
<b><u>Type of Fee</u></b>	<b><u>Adopted</u> <u>FY2021-22</u></b>	<b><u>Adopted</u> <u>FY2022-23</u></b>	<b><u>Adopted</u> <u>FY2023-24</u></b>	<b><u>Adopted</u> <u>FY2024-25</u></b>	<b><u>Proposed</u> <u>FY2025-26</u></b>
<b>Fire Building Systems Review Fee (payable at time of design review application submission)</b>					
Fire Permits: Stand-Alone Gas Installation and/or Replacement	\$60.00	\$60.00	\$75.00	\$75.00	\$75.00
Fire Permits: Additional Appliances (Gas) beyond Original Permit	\$20.00/per appliance	\$20.00/per appliance	\$20.00/per appliance	\$20.00/per appliance	\$20.00/per appliance
Fire Permits: Stand-Alone Oil Installation and/or Replacement	\$60.00	\$60.00	\$75.00	\$75.00	\$75.00
Fire Permits: Additional Appliances (Oil) beyond Original Permit	\$20.00/per appliance	\$20.00/per appliance	\$20.00/per appliance	\$20.00/per appliance	\$20.00/per appliance
Re-inspection Fee – Gas or Oil	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00
Projects Requiring Outside Consulting Assistance (where outside consulting services for plan review, testing or inspection are required)	Full cost +10% admin charge	Full cost +10% admin charge	Full cost +10% admin charge	Full cost +10% admin charge	Full cost +10% admin charge
<b>RENTAL HOUSING REGISTRATION AND INSPECTION</b>					
Rental Housing Registration			\$50.00	\$50.00	\$50.00
Rental Housing Inspection			\$250.00	\$250.00	\$250.00
Reinspection			\$75.00	\$75.00	\$75.00
Transfer of Permit			\$25.00	\$25.00	\$25.00
Failure to register or renew			\$150.00	\$150.00	\$150.00

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<b>POLICE DEPARTMENT</b>					
<b><u>Type of Fee</u></b>	<b><u>Adopted</u> <u>FY2021-22</u></b>	<b><u>Adopted</u> <u>FY2022-23</u></b>	<b><u>Adopted</u> <u>FY2023-24</u></b>	<b><u>Adopted</u> <u>FY2024-25</u></b>	<b><u>Proposed</u> <u>FY2025-26</u></b>
Pistol Permits (5 year Permit)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Special Services Detail – Police Personnel (per hour)	\$70.00	\$70.00	\$80.00	\$80.00	\$100.00
Special Services Detail <i>Non-Profit</i> – Police Personnel (per hour)	<i>Non-Profits may qualify for reduction in the special detail</i>	\$65.00	\$75.00	\$75.00	\$80.00
Special Services Detail - Cruiser Fee (where cruiser is part of alert presence)	\$20.00/hour	\$20.00/hour	\$25.00/hour	\$25.00/hour	\$0.00
Copies of Police Reports	actual copying costs @ \$0.25/page	actual copying costs @ \$0.25/page	actual copying costs @ \$0.25/page	actual copying costs @ \$0.25/page	actual copying costs @ \$0.25/page
Fingerprints - Hanover Residents and Hanover Businesses	\$25.00	\$25.00	\$30.00	\$30.00	\$30.00
Fingerprints - Non-residents	\$50.00	\$50.00	\$55.00	\$55.00	\$55.00
Digital Images from Police Reports (e.g., photos on CD, DVD of Cruiser Video used for Discovery)	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Alarm Connection Fee – One-Time Charge	\$100.00	\$90.00	\$100.00	\$100.00	\$100.00
Annual Alarm Monitoring Fee	\$385.00 within Town; \$485.00 out-of-Town pro-rated monthly	\$385.00 within Town; \$485.00 out-of-Town pro-rated monthly	\$400.00 within Town; \$500.00 out-of-Town pro-rated monthly	\$400.00 within Town; \$500.00 out-of-Town pro-rated monthly	\$425.00 within Town; \$525.00 out-of-Town pro-rated monthly
Police Service in response to alarm – Residential	\$55.00	\$55.00	\$55.00	\$55.00	\$75.00
Police Service in response to alarm – Commercial	\$55.00	\$55.00	\$55.00	\$55.00	\$75.00
Penalty Charge for Inaccurate Call List related to alarm monitoring	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<b><u>Type of Fee</u></b>	<b><u>Adopted</u> <u>FY2021-22</u></b>	<b><u>Adopted</u> <u>FY2022-23</u></b>	<b><u>Adopted</u> <u>FY2023-24</u></b>	<b><u>Adopted</u> <u>FY2024-25</u></b>	<b><u>Proposed</u> <u>FY2025-26</u></b>
<u>Dog License</u> – Neutered Male and Female; and Puppies Under 7 Mos.	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50
<u>Dog License</u> – Unneutered Male and Female	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
<u>Dog License</u> – First Dog – Sr. Citizen Owner	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
<u>Dog License</u> – Group License for 5 or more Dogs	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
<u>Dog License</u> – Late Fee per Month after May 31	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
<u>Dog License</u> – Replacement Tag and License #	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Nuisance Dog Fine	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Menace Dog Fine	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Vicious Dog Fine	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Unlicensed Dog Fine	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Skateboarding in violation of Ordinance #2	First Offense \$25.00, Subsequent \$100.00	First Offense \$25.00, Subsequent \$100.00	First Offense \$25.00, Subsequent \$100.00	First Offense \$25.00, Subsequent \$100.00	First Offense \$25.00, Subsequent \$100.00
Bicycling in violation of Ordinance #2	First Offense \$25.00, Subsequent \$100.00	First Offense \$25.00, Subsequent \$100.00	First Offense \$25.00, Subsequent \$100.00	First Offense \$25.00, Subsequent \$100.00	First Offense \$25.00, Subsequent \$100.00
Illegal U-Turn in violation of Ordinance #7	First Offense \$50.00, Subsequent \$100.00	First Offense \$50.00, Subsequent \$100.00	First Offense \$50.00, Subsequent \$100.00	First Offense \$50.00, Subsequent \$100.00	First Offense \$50.00, Subsequent \$100.00
Open Container in violation of Ordinance #32	First Offense \$50.00, Subsequent \$200.00	First Offense \$50.00, Subsequent \$200.00	First Offense \$50.00, Subsequent \$200.00	First Offense \$50.00, Subsequent \$200.00	First Offense \$50.00, Subsequent \$200.00

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

PARKING DIVISION					
<u>Type of Fee</u>	<u>Adopted FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
<u>Lot Rentals – CBD (Commercial Business District)</u> Space Monthly Rentals	\$90.00	\$90.00	\$115.00	\$115.00	\$115.00
<u>Lot Rentals (Lease w/6 mo. Commitment) – Facility</u> Space Monthly Rentals no specific level	\$135.00	\$135.00	\$150.00	\$150.00	\$150.00
<u>Lot Rentals – ZBA (Zoning Board of Adjustment)</u> Required Monthly Lot Rentals	\$82.50/space	\$82.50/space	\$82.50/space	\$82.50/space	\$82.50/space
<u>Parklet Parking Space Offset Fee</u>				\$250.00/space	\$250.00/space
<u>Sidewalk Seating - Table and 4 Chairs (Ord #41)</u>				\$250.00/table	\$250.00/table
<u>Temporary Parking Permits (M-F, 9-5)</u>	\$20.00/day	\$20.00/day	\$20.00/day	\$20.00/day	\$20.00/day
<u>Reserved Space / Meter Rental (24 hours a day, 7 Days a week)</u>	\$25.00/day	\$25.00/day	\$25.00/day	\$25.00/day	\$25.00/day
<u>Hovey Lane and lower Lebanon Street Permit Parking -</u> 2-Month Permit thru 12/31/22, 1-Month Permit effective 1/1/2023	\$80.00	\$40.00	\$55.00	\$55.00	\$55.00
<u>Annual Parking Permits – Replacement of Lost or Misplaced Permits</u>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
<u>Duplicate Permit Fee - Fee for extra permit</u>				\$10.00	\$10.00
<b>Town Parking Garage Rates - Please Note: Total Parking Facility Charge Increases</b>					
Town Parking Garage - Short Term Rates - Monday-Friday 7:00am-9:00pm, Saturday 9:00am-6:00pm, Sundays free	Hourly Rate / Total \$	Hourly Rate / Total \$	Hourly Rate / Total \$	Hourly Rate / Total \$	Hourly Rate / Total \$
Town Parking Garage – Short Term Rates – Grace Period Exit Before 10-Minutes	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
Town Parking Garage – Short Term Rates – <i>Minimum Charge 10- to 30-Minutes</i>	\$0.50 / \$0.50	\$0.50 / \$0.50	\$1.00/\$1.00	\$1.00/\$1.00	\$1.00/\$1.00
Town Parking Garage – Short Term Rates – <i>2nd Half Hour</i>	\$0.50 / \$1.00	\$0.50 / \$1.00	\$1.00/\$2.00	\$1.00/\$2.00	\$1.00/\$2.00
Town Parking Garage – Short Term Rates – <i>2nd Hour</i>	\$1.00 / \$2.00	\$1.00 / \$2.00	\$1.50/\$3.50	\$1.50/\$3.50	\$1.50/\$3.50
Town Parking Garage – Short Term Rates – <i>3rd Hour</i>	\$1.00 / \$3.00	\$1.00 / \$3.00	\$1.50/\$5.00	\$1.50/\$5.00	\$1.50/\$5.00
Town Parking Garage – Short Term Rates – <i>4th Hour</i>	\$3.00 / \$6.00	\$3.00 / \$6.00	\$3.00/\$6.00	\$1.00/\$6.00	\$1.00/\$6.00
Town Parking Garage – Short Term Rates – <i>5th Hour</i>	\$3.00 / \$9.00	\$3.00 / \$9.00	\$3.00/\$9.00	\$3.00/\$9.00	\$3.00/\$9.00
Town Parking Garage – Short Term Rates – <i>6th Hour</i>	\$3.00 / \$12.00	\$3.00 / \$12.00	\$3.00/\$12.00	\$3.00/\$12.00	\$3.00/\$12.00
Town Parking Garage – Short Term Rates – <i>7th Hour</i>	\$3.00 / \$15.00	\$3.00 / \$15.00	\$3.00/\$15.00	\$3.00/\$15.00	\$3.00/\$15.00
Town Parking Garage – Short Term Rates – <i>8th Hour and Over</i>	\$5.00 / \$20.00	\$5.00 / \$20.00	\$5.00/\$20.00	\$5.00/\$20.00	\$5.00/\$20.00
Town Parking Garage – Validation Stickers: One Hour @ \$1.00 each (minimum purchase 96)	\$72.00	\$72.00	\$72.00	\$96.00	\$96.00
Town Parking Garage – Validation Stickers: All-Day @ \$20.00 each (minimum purchase 10)	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Downtown Employee Permits			\$8.00/day	\$8.00/day	\$8.00/day

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<u>Type of Fee</u>	<u>Adopted FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
Short Term Lease (Up to 6 months)			\$175.00/month	\$175.00/month	\$175.00/month
Long-Term Lease (6 months or more)			\$150.00/month	\$150.00/month	\$150.00/month
Late fee for lease non-payment			\$30.00	\$30.00	\$30.00
Town Parking Garage - Electric Car Charging Station Fee	\$1.50/hour	\$1.50/hour	\$2.00/hour	\$2.00/hour	\$2.00/hour
<b>Meter Rates - Please Note: Meter Rate Charge Increases</b>					
<u>Meter Rates</u> – for 2-Hour and 3-Hour Limit *On Street* Metered Areas and Municipal Lot 1	\$.05 = 2 min; \$.10 = 4 min; \$.25 = 10 min; \$1.00 coin = 40 min	\$.05 = 2 min; \$.10 = 4 min; \$.25 = 10 min; \$1.00 coin = 40 min	\$.05 = 2 min; \$.10 = 4 min; \$.25 = 10 min	\$.05 = 2 min; \$.10 = 4 min; \$.25 = 10 min	\$.05 = 2 min; \$.10 = 4 min; \$.25 = 10 min
<u>Meter Rates</u> – for 2-Hour and 3-Hour Limit *Off Street* Metered Areas *except Municipal Lot 1*	\$.05 = 3 min; \$.10 = 6 min; \$.25 = 15 min; \$1.00 coin = 60 min (1 hr)	\$.05 = 3 min; \$.10 = 6 min; \$.25 = 15 min; \$1.00 coin = 60 min (1 hr)	\$.05 = 3 min; \$.10 = 6 min; \$.25 = 15 min	\$.05 = 3 min; \$.10 = 6 min; \$.25 = 15 min	\$.05 = 3 min; \$.10 = 6 min; \$.25 = 15 min
<u>Meter Rates</u> – for 10-Hour Limit Meter Areas	\$.05 = 6 min; \$.10 = 12 min; \$.25 = 30 min; \$1.00 coin = 120 min (2 hr)	\$.05 = 6 min; \$.10 = 12 min; \$.25 = 30 min; \$1.00 coin = 120 min (2 hr)	\$.05 = 3 min; \$.10 = 7 min; \$.25 = 20 min; \$.75 = 60 min	\$.05 = 3 min; \$.10 = 7 min; \$.25 = 20 min; \$.75 = 60 min	\$.05 = 3 min; \$.10 = 7 min; \$.25 = 20 min; \$.75 = 60 min
<u>Meter Violations</u> – <b>Expired Meter</b>	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Meter Violations – Fine After 14 Days	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 28 Days	\$35.00	\$40.00	\$40.00	\$40.00	\$40.00
<u>Meter Violations</u> – <b>Overtime Violation (2 Hr. Zone)</b>	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
<u>Meter Violations</u> – <b>Overtime Meter Feeding</b>	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Meter Violations – Fine After 14 Days	\$40.00	\$50.00	\$50.00	\$50.00	\$50.00
Meter Violations – Fine After 28 Days	\$50.00	\$60.00	\$60.00	\$60.00	\$60.00
<u>Meter Violations</u> – <b>2nd Meter Ticket This Date</b>	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Meter Violations – Fine After 14 Days	\$30.00	\$40.00	\$40.00	\$40.00	\$40.00
Meter Violations – Fine After 28 Days	\$40.00	\$50.00	\$50.00	\$50.00	\$50.00
<u>Meter Violations</u> – <b>3rd Meter Ticket This Date</b>	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
<u>Meter Violations</u> – <b>Towing Charge (Winter Parking Ban)</b>	\$150.00	\$200.00	\$200.00	\$200.00	\$200.00
Meter Violations – Fine After 14 Days	\$200.00	\$250.00	\$250.00	\$250.00	\$250.00
Meter Violations – Fine After 28 Days	\$210.00	\$250.00	\$260.00	\$260.00	\$260.00
<u>Meter Violations</u> – <b>Handicapped Space</b>	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Meter Violations – Fine After 14 Days	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Meter Violations – Fine After 28 Days	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<u>Type of Fee</u>	<u>Adopted FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
<u>Meter Violations</u> – <b>No Parking 12:01AM – 7:00AM; 2:00AM – 6:00AM</b>	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
<u>Meter Violations</u> – <b>Parking in Prohibited Zone</b>	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
<u>Meter Violations</u> – <b>Parking in Prohibited Zone *Enhanced Fine*</b>	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Meter Violations – Fine After 14 Days	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
Meter Violations – Fine After 28 Days	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00
<u>Meter Violations</u> – <b>No Town Permit</b>	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
<u>Meter Violations</u> – <b>Left Wheels to Curb</b>	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
<u>Meter Violations</u> – <b>Loading/Bus Zone</b>	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Meter Violations – Fine After 14 Days	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Meter Violations – Fine After 28 Days	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00
<u>Meter Violations</u> – <b>Improper Parking</b>	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
<u>Meter Violations</u> – <b>Parking on Sidewalk</b>	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
<u>Meter Violations</u> – <b>Parking in Restricted Area</b>	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
<u>Meter Violations</u> – <b>Parking in Violation of Site Plan Approval</b>	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Meter Violations – Fine After 14 Days	\$75.00	\$100.00	\$100.00	\$100.00	\$100.00
Meter Violations – Fine After 28 Days	\$100.00	\$110.00	\$110.00	\$110.00	\$110.00
<u>Boot Removal Fee</u>	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

**PARKS & RECREATION DEPARTMENT**

<u>Type of Fee</u>	<u>Adopted FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
Athletic Programs Resident Fees	\$57.00	\$60.00	\$62.00	\$65.00	\$65.00
Athletic Programs NON-Resident Fees	\$67.00	\$70.00	\$72.00	\$75.00	\$75.00
Lacrosse Programs Resident Fees			\$72.00	\$75.00	\$75.00
Lacrosse Programs NON-Resident Fees			\$82.00	\$85.00	\$85.00
Athletic Programs All Basketball Participants – Facilities Usage Fee Made Payable to SAU #70	\$41.00	\$73.00	\$73.00	\$73.00	\$73.00
Late Registration Fee for Registrations Received after Deadline	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Instructional Athletic Programs Resident Fees	\$36.00	\$40.00	\$40.00	\$40.00	\$45.00
Instructional Athletic Programs Non-Resident Fees	\$46.00	\$50.00	\$50.00	\$50.00	\$55.00
Instructional Programs Late Registration Fee for Registrations Received after Deadline			\$12.00	\$12.00	\$26.00
Uniform Deposit Fee	\$67.00	\$70.00	\$70.00	\$70.00	\$70.00
OST KAST monthly – 5 day enrollment	\$361.00	\$375.00	\$375.00	\$375.00	\$375.00
OST KAST monthly – 4 day enrollment	\$294.00	\$305.00	\$305.00	\$305.00	\$305.00
OST KAST monthly – 3 day enrollment	\$227.00	\$235.00	\$235.00	\$235.00	\$235.00
OST KAST monthly – 2 day enrollment	\$160.00	\$165.00	\$165.00	\$165.00	\$165.00
OST KAST monthly – 1 day enrollment				\$85.00	\$88.00
OST KAST – Drop-In (if space is available)	\$26.00/day \$36.00/Wed.	\$27.00/day \$37.00/Wed.	\$30.00/day \$40.00/Wed.	\$30.00/day \$40.00/Wed.	\$30.00/day \$40.00/Wed.
School Year PLAY weekly- 5 days			\$90.00	\$90.00	N/A
School Year PLAY weekly-3 days			\$75.00	\$75.00	N/A
School Year PLAY weekly- 2 days			\$50.00	\$50.00	N/A
OST (Out of School Time) Program – Late Pick-up Fee	Between one to thirty minutes late: \$1.00 per minute with a minimum \$10.00 charge. More than thirty minutes late: \$2.00 per minute.	Between one to thirty minutes late: \$1.00 per minute with a minimum \$10.00 charge. More than thirty minutes late: \$2.00 per minute.	Between one to thirty minutes late: \$1.00 per minute with a minimum \$10.00 charge. More than thirty minutes late: \$2.00 per minute.	Between one to thirty minutes late: \$1.00 per minute with a minimum \$10.00 charge. More than thirty minutes late: \$2.00 per minute.	Between one to thirty minutes late: \$1.00 per minute with a minimum \$10.00 charge. More than thirty minutes late: \$2.00 per minute.
KAST (Kids After School Time) – Late Payment Fee	\$25.00 if payment not made by the 4th of the month	\$25.00 if payment not made by the 4th of the month	\$25.00 if payment not made by the 4th of the month	\$25.00 if payment not made by the 4th of the month	\$25.00 if payment not made by the 4th of the month
KAST Schedule Change Fee (after registration)	1 <sup>st</sup> occurrence free; each additional \$10	1 <sup>st</sup> occurrence free; each additional \$10	1 <sup>st</sup> occurrence free; each additional \$10	1 <sup>st</sup> occurrence free; each additional \$10	1 <sup>st</sup> occurrence free; each additional \$10
KAST Membership Fee	\$26.00	\$28.00	\$28.00	\$28.00	\$30.00
Summer Camp Membership Fee	\$26.00	\$28.00	\$28.00	\$28.00	\$30.00
Summer Camp Resident Weekly Fee	N/A	N/A	\$225.00	\$225.00	\$250.00

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<u>Type of Fee</u>	<u>Adopted FY2021-22</u>	<u>Adopted FY2022-23</u>	<u>Adopted FY2023-24</u>	<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
Summer Camp Non Resident Weekly Fee	N/A	N/A	\$250.00	\$250.00	\$275.00
Summer Camp Resident 2-Week Fee	\$300.00	\$310.00	N/A	N/A	N/A
Summer Camp Non Resident 2-Week Fee	\$510.00	\$525.00	N/A	N/A	N/A
Summer PLAY weekly- 5 days	\$90.00	\$90.00	\$90.00	\$120.00	\$125.00
Summer PLAY Non-resident weekly- 5 days	N/A	N/A	N/A	\$145.00	\$150.00
Summer PLAY weekly-3 days	\$75.00	\$75.00	\$75.00	\$75.00	\$80.00
Summer PLAY Non-resident weekly- 3 days	N/A	N/A	N/A	\$100.00	\$105.00
Summer PLAY weekly- 2 days	\$50.00	\$50.00	\$50.00	\$50.00	\$55.00
Summer PLAY Non-resident weekly- 2 days	N/A	N/A	N/A	\$75.00	\$80.00
QUEST Mini-Camps – Resident Weekly Fees	\$205.00	\$215.00	\$250.00	\$275.00	\$300.00
QUEST Mini-Camps – Non-Resident Weekly Fees	\$285.00	\$295.00	\$300.00	\$300.00	\$325.00
Mini Camps- Feb, April, Outdoor Adventures Resident Weekly Fees				\$275.00	\$275.00
Mini-Camps – Non-Resident Weekly Fees				\$300.00	\$300.00
Mini-Camps – Resident Daily Fee			\$60.00	\$60.00	\$65.00
Mini-Camps – Non-Resident Daily Fee			\$70.00	\$70.00	\$75.00
PLAY- 1/2 Day Program (monthly)			\$520.00	\$585.00	N/A
Adult and Youth Instructional Programs – Fees Determined Based on Instructors’ Costs and Administrative and Materials Costs; Program Revenue is split 70/30 between the Instructor and the Recreation Department; Instructor may keep 70% of total income earned up to a maximum of \$75.00/hour after expenses.	varies	varies	varies	varies	varies
Athletic Field Rental	\$36/hour for Hanover Youth Activities; \$46/hour for Youth Activities; \$206/week for Hanover Youth Sports Seasons; \$77/hour for Adult Activities	\$46/hour for Hanover Community Youth Sports; \$206/week for Hanover Community Youth Sports Seasons; \$77/hour for Hanover Community Adult Sports; \$100/hour for Non-Town Sponsored Groups/Commercial Activities	\$50/hour for Hanover Community Youth Sports; \$215/week for Hanover Community Youth Sports Seasons; \$80/hour for Hanover Community Adult Sports; \$110/hour for Non-Town Sponsored Groups/Commercial Activities	\$50/hour for Hanover Community Youth Sports; \$215/week for Hanover Community Youth Sports Seasons; \$80/hour for Hanover Community Adult Sports; \$110/hour for Non-Town Sponsored Groups/Commercial Activities	\$65/hour for Hanover Community Youth Sports; \$215/week for Hanover Community Youth Sports Seasons; \$85/hour for Hanover Community Adult Sports; \$150/hour for Non-Town Sponsored Groups/Commercial Activities



Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<u><b>Type of Fee</b></u>	<u><b>Adopted FY2021-22</b></u>	<u><b>Adopted FY2022-23</b></u>	<u><b>Adopted FY2023-24</b></u>	<u><b>Adopted FY2024-25</b></u>	<u><b>Proposed FY2025-26</b></u>
Lining of Athletic Field	Per Field: \$154 for Hanover Youth Organizations \$309 for All Others	Per Field: \$175 for Hanover Youth Organizations \$350 for All Others	Per Field: \$200 for Hanover Youth Organizations \$350 for All Others	Per Field: \$200 for Hanover Youth Organizations \$350 for All Others	Per Field: \$300 for Hanover Youth Organizations \$450 for All Others
Basketball Tournament Fees per Team	\$85.00	\$85.00	\$100.00	\$100.00	\$100.00
Middle School Dance Admission	\$5.00	\$10.00	\$10.00	\$10.00	N/A

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<u>Type of Fee</u>	<u>Adopted</u> <u>FY2021-22</u>	<u>Adopted</u> <u>FY2022-23</u>	<u>Adopted</u> <u>FY2023-24</u>	<u>Adopted</u> <u>FY2024-25</u>	<u>Proposed</u> <u>FY2025-26</u>
<b>RWB COMMUNITY CENTER FEES</b>					
<i>Security and Key Deposits will be reviewed on</i>					
HPR Programs, Town of Hanover Functions, or organizations working with HPR offering free community events.	No Fee	No Fee	No Fee	No Fee	No Fee
<b>Resident or Non Profit Groups</b> <i>(certificate of non profit status required)</i>					
Week Day Hourly Rate: Peak Hours	\$30.00	\$40.00	\$40.00	\$40.00	\$40.00
Week Day Hourly Rate: Non-Peak Hours			\$30.00	\$30.00	\$30.00
Week Day Multi-Purpose Room Group Size LESS than 35	\$30.00	\$40.00	\$40.00	\$40.00	\$40.00
Week Day Multi-Purpose Room Group Size MORE than 35	\$40.00	\$50.00	\$50.00	\$50.00	\$50.00
Weekend Multi-Purpose Room Group Size LESS than 35 (4 hour time block)	\$120.00	\$150.00	\$150.00	\$150.00	\$150.00
Weekend Multi-Purpose Room Group Size MORE than 35 (4 hour time block)	\$180.00	\$200.00	\$200.00	\$200.00	\$200.00
<b>Non-Resident and all other Groups</b>					
Week Day Hourly Rate	\$40.00	\$50.00	\$50.00	\$50.00	\$50.00
Week Day Multi-Purpose Room Group Size LESS than 35	\$40.00	\$50.00	\$50.00	\$50.00	\$50.00
Week Day Multi-Purpose Room Group Size MORE than 35	\$50.00	\$60.00	\$60.00	\$60.00	\$60.00
Weekend Multi-Purpose Room Group Size LESS than 35 (4 hour time block)	\$160.00	\$190.00	\$190.00	\$190.00	\$190.00
Weekend Multi-Purpose Room Group Size MORE than 35 (4 hour time block)	\$220.00	\$240.00	\$240.00	\$240.00	\$240.00
Monthly Basement Storage Fee for groups with recurring rentals.	\$25 - \$50	\$25 - \$50	\$25 - \$50	\$25 - \$50	\$25 - \$50
Hourly rate for staff set up/take down during normal operating hours.	\$75.00	\$125.00	\$125.00	\$125.00	\$125.00
Bounce House Rental	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Renter's Fee for RWB Damage	n/a	\$250.00	\$250.00	\$250.00	\$250.00
Hourly rate for add'l. cleaning if needed	\$150.00	\$250.00	\$250.00	\$250.00	\$250.00
<b>TENNEY PARK PAVILION</b>					
Residents Hourly Rate	\$26.00	\$30.00	\$35.00	\$35.00	\$35.00
Non-Residents Hourly Rate	\$41.00	\$40.00	\$45.00	\$45.00	\$45.00
<i>Fundraising Events</i>					
Hanover Based Groups Hourly Rate	\$46.00	\$46.00	\$50.00	\$50.00	\$50.00
Dresden School District Groups Hourly Rate	\$52.00	\$52.00	\$55.00	\$55.00	\$55.00
Non-Hanover Based Groups:	\$72.00	\$75.00	\$75.00	\$75.00	\$75.00
All Other Organizations Hourly Rate	\$77.00	\$80.00	\$85.00	\$85.00	\$85.00

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

<u>Type of Fee</u>	<u>Adopted</u> <u>FY2021-22</u>	<u>Adopted</u> <u>FY2022-23</u>	<u>Adopted</u> <u>FY2023-24</u>	<u>Adopted</u> <u>FY2024-25</u>	<u>Proposed</u> <u>FY2025-26</u>
<b>PUBLIC GROUNDS</b>					
Cemetery Lots - Hanover Residents	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00
Cemetery Lots - Non-Residents	\$2,050.00	\$2,050.00	\$2,050.00	\$2,200.00	\$2,200.00
Interment - Weekday	\$650.00	\$700.00	\$700.00	\$700.00	\$700.00
Cremation/Urn Interment - Weekday	\$300.00	\$250.00	\$250.00	\$300.00	\$300.00
Interment - Weekend	n/a	\$800.00	\$800.00	\$800.00	\$800.00
Cremation/Urn Interment - Weekend	n/a	\$400.00	\$400.00	\$400.00	\$400.00
Winter (November-March) Interment					
Additional Fee-Full Burial	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Winter (November-March) Interment					
Additional Fee-Cremation	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Gravesite Disinterment	\$1,050.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,800.00
Flat Marker Installation (free for veterans)				\$50.00	\$50.00
Main Street Streetlight Banner Installation	\$25.00/banner	\$30.00/banner	\$30.00/banner	\$30.00/banner	\$30.00/banner

WATER DEPARTMENT								
	Adopted FY2022-23		Adopted FY2023-24		Adopted FY2024-25		Proposed FY2025-26	
Meter Size	Quarterly Base Charge	Flow Charge per 1000 Cubic Feet of Water Used	Quarterly Base Charge	Flow Charge per 1000 Cubic Feet of Water Used	Quarterly Base Charge	Flow Charge per 1000 Cubic Feet of Water Used	Quarterly Base Charge	Flow Charge per 1000 Cubic Feet of Water Used
5/8"	\$72.00	\$43.56	\$76.00	\$46.17	\$76.00	\$47.10	\$76.00	\$50.40
3/4"	\$72.00	\$43.56	\$80.00	\$46.17	\$89.00	\$47.10	\$98.00	\$50.40
1"	\$72.00	\$43.56	\$80.00	\$46.17	\$102.00	\$47.10	\$124.00	\$50.40
1 1/2"	\$72.00	\$43.56	\$80.00	\$46.17	\$123.00	\$47.10	\$166.00	\$50.40
2"	\$112.00	\$43.56	\$125.00	\$46.17	\$246.00	\$47.10	\$367.00	\$50.40
3"	\$202.00	\$43.56	\$225.00	\$46.17	\$454.00	\$47.10	\$683.00	\$50.40
4"	\$351.00	\$43.56	\$390.00	\$46.17	\$893.00	\$47.10	\$1,396.00	\$50.40
6"	\$718.00	\$43.56	\$790.00	\$46.17	\$2,295.00	\$47.10	\$3,800.00	\$50.40
Average Annual Domestic Bill (185 gallons/day)		\$680.00		\$680.27		\$728.00		\$758.00
		<u>Adopted</u> <u>FY2022-23</u>		<u>Adopted</u> <u>FY2023-24</u>		<u>Adopted</u> <u>FY2024-25</u>		<u>Proposed</u> <u>FY2025-26</u>
<b>Private Fire Suppression Rates:</b> applicable only to those private hydrants on properties not already paying Fire District Taxes		\$2,639.08		\$2,796.37		\$2,936.19		\$3,142.00
Hose Outlet (each):		\$7.04		\$7.46		\$7.83		\$8.00
Sprinkler (per nozzle):		\$1.38		\$1.46		\$1.53		\$2.00
<b>Hydrant - Flow Test:</b> Flow test between November 15th and April 15th at Town's discretion, <b>not done during semi-annual flushing</b>		\$275.00/test		\$300.00/test		\$300.00/test		\$325.00/test
<b>Hydrant Meter</b> - will be assessed a base charge, which includes the first 100 CF, plus actual water usage. Base charge shall be paid up front		\$590.00 plus flow charge		\$625.00 plus flow charge		\$635.00 plus flow charge		\$650.00 plus flow charge
<b>Commercial Emergency Call-In</b>		\$170.00		\$180.00		\$190.00		\$200.00
<b>Residential (Single Family Home) Emergency Call-In:</b> There is no charge for the first call-in; subsequent call-in charge is billed as shown		\$140.00 (no charge for the first call-in)		\$145.00 (no charge for the first call-in)		\$145.00 (no charge for the first call-in)		\$150.00 (no charge for the first call-in)
<b>Final Reading</b>		\$45.00		\$50.00		\$50.00		\$55.00
<b>Out-of-Cycle Reading</b>		\$90.00		\$90.00		\$90.00		\$95.00
<b>Water On/Off</b> (Flat fee to be assessed for each action)		\$45.00		\$50.00		\$55.00		\$60.00
<b>Backflow Device</b> (Testable units only)								
Initial inspection and testing:		\$90.00		\$95.00		\$100.00		\$105.00
<b>Backflow Device repair/replacement</b> -at cost of materials, any subcontracted costs and administrative fee				\$35.00 Administrative coordination fee + pass through costs		\$35.00 Administrative coordination fee + pass through costs		\$40.00 Administrative coordination fee + pass through costs
<b>Inspection (per hour)</b>		\$90.00		\$95.00		\$95.00		\$100.00
<b>Connection Fee for Hanover Water System:</b> The Connection/Increase in Flow Fee includes (1) a fixed fee of \$200.00 to cover admin costs and up to one Inspection and (2) a Recapture Fee assessed on GPD (Gallons per Day as determined in the Sewer Recapture Fee table). Meters and setters will be charged at cost.		\$250.00 + \$2.95/ GPD plus Meter and Setters at-cost		\$250.00 + \$3.15/GPD + pass through costs		\$250.00 + \$3.46/GPD + pass through costs		\$250.00 + \$3.82/GPD + pass through costs
Water Connection Tie-In Fee includes tap only, 3/4" and 1"		\$290.00		\$320.00		\$336.00		\$360.00
Water Connection Tie-In Fee includes tap only, 2" saddle tap		\$525.00		\$575.00		\$603.75		\$645.00
Water Connection Tie-In Fee includes tap only, 4" and larger		\$800.00		\$880.00		\$924.00		\$990.00

SEWER DEPARTMENT										
Base Capacity Charge plus Flow Charge			Adopted FY2022-23		Adopted FY2023-24		Adopted FY2024-25		Proposed FY2025-26	
Meter Size*	Quarterly Base Capacity Charge	Flow Charge per 1000 Cubic Feet of Water Used - See Below**	Quarterly Base Capacity Charge	Flow Charge per 1000 Cubic Feet of Water Used - See Below**	Quarterly Base Capacity Charge	Flow Charge per 1000 Cubic Feet of Water Used - See Below**	Quarterly Base Capacity Charge	Flow Charge per 1000 Cubic Feet of Water Used - See Below**		
5/8"	\$30.00	varies	\$31.56	varies	\$33.14	varies	\$35.50	varies		
3/4"	\$78.62	varies	\$82.71	varies	\$86.85	varies	\$93.00	varies		
1"	\$206.90	varies	\$217.66	varies	\$228.54	varies	\$245.00	varies		
1 1/2"	\$414.83	varies	\$436.40	varies	\$458.22	varies	\$490.00	varies		
2"	\$664.15	varies	\$698.69	varies	\$733.62	varies	\$785.00	varies		
3"	\$1,563.13	varies	\$1,644.41	varies	\$1,726.63	varies	\$1,847.00	varies		
4"	\$2,477.63	varies	\$2,606.47	varies	\$2,736.79	varies	\$2,928.00	varies		
6"	\$14,650.59	varies	\$15,412.42	varies	\$16,183.04	varies	\$17,316.00	varies		
Average Annual Domestic Bill (185 gallons/day)		\$475.00		\$500.00		\$525.00		\$561.00		
Unmetered Sewer Accounts - Include 25% Surcharge Above Average Annual Domestic Bill		\$593.75		\$624.63		not allowed		not allowed		
* <u>Meter Size</u> : Meter Size is generally determined by fixture count.										
** Sewer Flow Charge per 1000 Cubic Feet of Water Used -- Flow & Strength Charge per 1000 CF (kcf):										
Category A BOD/TSS < 250 mg/l (most residential accounts)	\$39.45	per kcf	\$41.50	per kcf	\$43.58	per kcf	\$46.60	per kcf		
Category B BOD/TSS > 250 < 400 mg/l	\$44.45	per kcf	\$46.76	per kcf	\$49.10	per kcf	\$52.50	per kcf		
Category C BOD/TSS > 400 mg/l	\$49.64	per kcf	\$52.22	per kcf	\$54.83	per kcf	\$58.70	per kcf		
Category C includes all facilities with BOD and/or TSS > 400 mg/l and All Food Preparation Establishments without Approved Automated Grease Removal Systems										
Civt of Lebanon - Base Capacity Charge			Adopted FY2022-23		Adopted FY2023-24		Adopted FY2024-25		Proposed FY2025-26	
Meter Size*	Quarterly Base Capacity Charge	Flow Charge per 1000 Cubic Feet of Water Used - See Below**	Quarterly Base Capacity Charge	Flow Charge per 1000 Cubic Feet of Water Used - See Below**	Quarterly Base Capacity Charge	Flow Charge per 1000 Cubic Feet of Water Used - See Below**	Quarterly Base Capacity Charge	Flow Charge per 1000 Cubic Feet of Water Used - See Below**		
5/8"	\$31.67	varies	\$33.32	varies	\$34.99	varies	\$37.40	varies		
3/4"	\$84.44	varies	\$88.83	varies	\$93.27	varies	\$100.00	varies		
1"	\$226.93	varies	\$238.73	varies	\$250.67	varies	\$268.00	varies		
1 1/2"	\$452.81	varies	\$476.36	varies	\$500.18	varies	\$535.00	varies		
2"	\$709.30	varies	\$746.18	varies	\$783.49	varies	\$838.00	varies		
3"	\$1,680.36	varies	\$1,767.74	varies	\$1,856.13	varies	\$1,986.00	varies		
4"	\$2,625.03	varies	\$2,761.53	varies	\$2,899.61	varies	\$3,103.00	varies		
6"	\$15,871.55	varies	\$16,696.87	varies	\$17,531.71	varies	\$18,759.00	varies		
** Sewer Flow Charge per 1000 Cubic Feet of Water Used -- Flow & Strength Charge per 1000 CF (kcf):										
Category A BOD/TSS < 250 mg/l (most residential accounts)	\$40.25	per kcf	\$42.34	per kcf	\$44.46	per kcf	\$47.60	per kcf		
Category B BOD/TSS > 250 < 400 mg/l	\$45.35	per kcf	\$47.71	per kcf	\$50.10	per kcf	\$53.60	per kcf		
Category C BOD/TSS > 400 mg/l	\$50.64	per kcf	\$53.27	per kcf	\$55.93	per kcf	\$59.80	per kcf		
Category C includes all facilities with BOD and/or TSS > 400 mg/l and All Food Preparation Establishments without Approved Automated Grease Removal Systems										

Industrial Discharge Permit and Septage Disposal							
		<u>Adopted FY2022-23</u>		<u>Adopted FY2023-24</u>		<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
Industrial Discharge Permit Application:							
Class 1:		\$595.00		\$625.00		\$660.00	\$700.00
Class 2:		\$315.00		\$331.00		\$350.00	\$375.00
Class 3:		\$80.00		\$84.00		\$90.00	\$95.00
Septage - Tipping Fee for Residents (fee is per 1,000 gallons)		\$130.00		\$136.00		\$150.00	\$165.00
Septage - Tipping Fee for Non-Residents (fee is per 1,000 gallons)		\$155.00		\$163.00		\$180.00	\$200.00
Septage - Tipping Fee for Non-Residents from Towns who have banned Land Application of Sludge (fee is per 1,000 gallons)		\$320.00		\$336.00		\$360.00	\$400.00
Holding Tank with BOD/TSS < 400 mg/l. > 400 mg/l will be considered Septage		\$80.00		\$84.00		\$90.00	\$100.00
Sewer Connection Fees							
		<u>Adopted FY2022-23</u>		<u>Adopted FY2023-24</u>		<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
Connection Fee for Hanover Sewer System – Includes Basic Fee of \$200.00 to Cover one Inspection and a Recapture Fee rate assessed on GPD (Gallons per Day as determined below)		\$250.00 + \$4.90/ gallon of GPD		\$250.00 + \$5.14/gallon of GPD		\$250.00 + \$4.63/gallon of GPD	\$250.00 + \$3.82/gallon of GPD
Sewer Connection Tie-In Fee		\$1,600.00		\$1,685.00		\$1,700.00	\$1,750.00
Deduct Meter Reading							
				<u>Adopted FY2023-24</u>		<u>Adopted FY2024-25</u>	<u>Proposed FY2025-26</u>
Deduct Meter reading (per location per billing period)				\$25.00		\$40.00	\$50.00
Recapture Fee Table							
The Recapture Fee will be determined by multiplying the peak day flow in gallons by the GPD rate above. The following are flows which shall be used to determine the peak day flow from a sewer connection:							
	GPD	Units	Category				
Apartments: Studio (one bedroom)	225		A				
Apartments: Per Bedroom	150	bedroom	A				
Athletic Facilities including Gyms and Stadiums: Participant	15	person	A				
Athletic Facilities including Gyms and Stadiums: Classroom	15	seat	A				
Athletic Facilities including Gyms and Stadiums: Spectator	3	seat	A				
Bar / Lounge	20	seat	B				
Bed & Breakfast	60	bedroom	B				
Camps: Campground w/comfort station	25	site	A				
Camps: Recreation Trailers	90	site	A				
Camps: Construction Sites	50	site	A				
Camps: Day Camp - no meals	15	site	A				
Camps: Resort Camp (night & day) limited plumbing	50	person	A				
Camps: Dining Facility only	25	person	B				
Catering & Dining Facilities	12	patron	B				
Church: Sanctuary	5	seat	A				
Country Club: Dining Room	10	seat	B				
Country Club: Snack Bar	10	seat	B				
Country Club: Locker and Showers	20	locker	A				
Dentists: Chair	200	each	A				
Dentists: Staff	35	employee	A				
Doctor's Office: Patient	10	each	A				
Doctor's Office: Staff	35	employee	A				
Dog Kennels	50	kennel	B				
Dwellings: (two bedroom minimum)	150	bedroom	A				
Dwellings: Rooming House with meals	60	bedroom	B				
Dwellings: Rooming House without meals	40	bedroom	A				
Factories (excl industrial waste): Light industry w/o cafeteria or showers	20	employee	A				
Factories (excl industrial waste): Light industry with cafeteria no showers	25	employee	B				
Factories (excl industrial waste): Light industry with cafeteria and showers	35	employee	B				
Factories (excl industrial waste): Warehouse	35	employee	A				
Factories (excl industrial waste): Assembly	20	employee	A				
Factories (excl industrial waste): Research Facilities to be determined			B				
Floor Drains NOT ALLOWED							
Fraternities & Sororities	150	bed	B				
Hairdressers: Chair	150	each	A				
Hairdressers: Staff	35	employee	A				
Hospital: Bed	250	bed	B				
Outpatient surgery: Bed	200	bed	B				

Town of Hanover Schedule of Rates and Fees for FY2026 (July 1, 2025-June 30, 2026)

Hotel & Motel: single bed*	100	bed	A					
Hotel & Motel: double bed*	200	bed	A					
*with food services category B								
Laundromats, coin operated	500	machine	B					
Maintenance Facility to be determined			B					
Nursing Homes & Assisted Living Facilities	125	bed	B					
Office Building: without cafeteria	15	employee	A					
Office Building: with cafeteria	20	employee	B					
Office Building: Unspecified Office Space	15	100 SF	A					
Picnic Parks: Bathroom only	5	person	A					
Picnic Parks: Bath house, showers and toilets	10	person	A					
Restaurant or Cafeteria: Eat-in with bathroom and kitchen waste	40	seat	B					
Restaurant or Cafeteria: Eat-in paper service, plus toilet and kitchen waste	20	seat	B					
Restaurant or Cafeteria: Kitchen waste only	3	seat	B					
Restaurant or Cafeteria: Seasonal Outdoor seating	20	seat	B					
Bars and lounges	20	seat	B					
Bars and lounges	35	employee	A					
Function Rooms	12	seat	B					
<u>Schools:</u>								
Boarding	100	bed	B					
Day Care & Nursery	15	person	A					
Day, without gym, cafeteria or showers	15	person	A					
Day, without gym, showers with cafeteria	20	person	B					
Day, with gyms, showers and cafeteria	35	person	B					
Post Secondary School / Classroom	15	seat	A					
Post Secondary School / Dormitory	85	bed	A					
Post Secondary School / Dormitory with Cafeteria	125	bed	B					
Service Stations	10	vehicle	B					
Shopping Centers/Grocery/Convenience stores: Large Dry Goods	5	100 SF	A					
<b>Garbage Grinder are NOT ALLOWED</b>								
Shopping Centers/Grocery/Convenience stores: With meat dept. w/o garbage grinder	11	100 SF	B					
Shopping Centers/Grocery/Convenience stores: with deli	3	meal	B					
Small Dry Goods	100	each	A					
	3	meal	B					
Swimming Pools	1000	800 SF	A					
Tennis Courts	250	per court	A					
Theatres	5	seat	A					
Workers: Construction bathroom only	5	employee	A					
Uses not listed will be determined from previous metered usage corrected for strength and a multiplied by a peaking factor of 2 and shall be approved by the Director of Public Works.								
Category C includes all facilities with BOD and/or TSS > 400 mg/l and All Food Preparation Establishments without Approved Automated Grease Removal Systems.								
Food grinding is prohibited – period – if discovered, a notice to cease the activity within 30 days, or penalties of \$150.00/day shall be instituted. A reoccurrence will be charged \$500.00, and then disconnection of service.								
Discharges of Fats Oil and Grease (F.O.G.) above 250 mg/L shall be assessed any line flushing charges. Any blockages or Sanitary Sewer Overflow's (SSO) attributed to F.O.G. shall warrant the discharger to be charged for all cleanup and administrative costs as well as an impact fee of \$500.00, with disconnection of service after 2 occurrences.								

## Statutory Boards and Committees

Board / Committee	Type	Selectboard Member Assignment
<b>Selectboard</b>	Statutory	Chair: Carey Callaghan Vice-Chair: Joanna Whitcomb Secretary: Jarett Berke
<b>Advisory Board of Assessors</b>	Statutory	
<b>Capital Improvement Program Committee</b>	Statutory	
<b>Conservation Commission</b>	Statutory	
<b>Planning Board</b>	Statutory	
<b>Howe Library Board of Trustees</b>	Independent	
<b>Sustainable Hanover Committee</b>	Advisory	
• <i>Energy Subcommittee</i>	Advisory	
• <i>Recycling Subcommittee</i>	Advisory	
• <i>Sustaining Landscapes Subcommittee</i>	Advisory	
<b>Hanover Walk/Bike Committee</b>	Advisory	



<b>Board / Committee</b>	<b>Type</b>	<b>Selectboard Member Assignment</b>
<b>Hanover Finance Committee</b>	Advisory	
<b>Trails Committee</b> <i>(Conservation Commission subcommittee)</i>	Advisory (Subcommittee)	
<b>Biodiversity Committee</b> <i>(Conservation Commission subcommittee)</i>	Advisory (Subcommittee)	
<b>Trescott Company</b>	Advisory	

**Readopt with amendment Fis 301.034, effective 6-1-23 (Document #13644), to read as follows:**

**Fis. 301.034 Special Deer Permits – Deer Management Assistance Program.**

(a) The purpose of this rule is to permit New Hampshire municipalities to identify areas where deer densities are too high for the existing habitat conditions. In such areas, aggressive efforts may be necessary to reduce the deer population through the regulated use of recreational hunters. The deer management assistance program (DMAP) approves the issuance of special hunting permits to any New Hampshire municipality which has identified a special deer management area within their jurisdiction meeting the eligibility criteria established herein.

(b) A New Hampshire municipality may apply in writing on its own letterhead to the department for participation in the DMAP by providing the following:

- (1) A request on municipal letterhead, submitted to the NH Fish and Game Department, Wildlife Division, 11 Hazen Drive, Concord, NH 03301, signed by a majority of the governing body;
- (2) A map designating the area shall be included in the proposed special deer management area, showing:
  - a. The tax map and lot numbers and the names of landowners of the affected parcels;
  - b. Parcels which shall in aggregate total at least 640 acres, provided that:
    1. The parcels need not be contiguous;
    2. Non-contiguous parcels shall be a minimum of 1 acre in size;
    3. Parcels may be publicly or privately owned; and
    4. Municipalities may apply for DMAP on islands without meeting the total minimum acreage of 640 acres;
- (3) Documentation signed by each affected landowner verifying that the property is open for deer hunting upon such conditions and limitations as the landowner may impose;
- (4) Designation of a municipal employee of the requestor to perform the following tasks:
  - a. Serve as the contact for all communication with the department;
  - b. Issue DMAP permits to licensed hunters on behalf of the municipality; and
  - c. Provide all information and reporting as required by the department;
- (5) A deer management plan covering the proposed special deer management area that is specifically designed for the area, which shall include:
  - a. Documentation of negative impacts claimed to be due to overabundant deer;
  - b. Identification of parcels where deer inflicted damage to plant communities has occurred;
  - c. Identification of parcels of forested land where forest regeneration has been significantly impacted by deer;

- d. A listing of specific deer management goals and objectives;
- e. An explanation of why the stated objectives cannot be met by hunters using the Department's existing deer season framework, or other special permits available under these rules; and
- f. A description of other actions the town has taken or is planning to take to meet the identified objectives.

(c) The request shall be received by the department by 4:00 pm on the first Monday in July or be postmarked by midnight of the first Monday in July of the year of request. Requests not meeting the posted deadline shall be returned.

(d) The department shall, within ten days of receipt, review each request for completeness. In the event that information is missing or incomplete, contact shall be made with the requestor, who shall have an additional period of ten days to provide the missing information.

(e) There shall be no fee to submit a request, for review of the request, or for the provision of DMAP permits and tags.

(f) On or before the fourth Friday in August in the request year, the department shall approve the request to create a special deer management area and issue DMAP permits, unless the department finds that:

- (1) The identified problem could be resolved using existing deer hunting opportunities;
- (2) The identified problem could be resolved by the issuance of a different special permit available under these rules; or
- (3) The identified problem cannot be effectively abated by the issuance of DMAP permits.

(g) Upon approval of a request, the municipality shall be issued the number of DMAP permits and tags found necessary to meet the objectives of the deer management plan, which shall be conditioned as follows:

- (1) Deer may be taken during the archery season as specified in Fis 301.03(d), the muzzleloader season as specified in Fis 301.03(e), and during the regular season as specified in Fis 301.03(f), unless further restricted by the approved deer management plan, and shall comply with all other rules in Fis 301.03; and
- (2) Baiting for deer shall be allowed without a permit to bait wildlife as required by Fis 1102.04, provided that the DMAP permit shall restrict baiting as follows:
  - a. Baiting shall take place within the special deer management area and only on parcels where the landowner has authorized the use of bait as specified in subparagraph (b)(3) above;
  - b. The baiting season shall be as set forth in the deer management plan, provided that it shall not begin prior to September 15 nor extend beyond December 15 of the permit year;
  - c. The permittee shall comply with all other applicable rules in Fis 307.01, Fis 307.03, and Fis 307.05; and

d. The permittee shall comply with any limitations imposed upon specific parcels by individual landowners.

(h) The approved municipality shall issue a “DMAP Permit” only upon the following conditions:

(1) Each permit shall be valid only in the special deer management area noted on the permit between the dates of September 15 and December 15 of the year issued, or any lesser period between such dates that the municipality defines in the deer management plan;

(2) No person shall be issued a “DMAP Permit” unless they present written landowner permission for any privately owned parcel identified as part of the special deer management area in paragraph (b)(3) above;

(3) No person shall be issued a “DMAP Permit” unless they present evidence of one or more currently valid hunting licenses, including:

a. An archery license under RSA 208:5 to take deer during the archery season, as specified in Fis 301.03(d);

b. A muzzleloader license under RSA 208:5-a and a regular hunting license under RSA 214:9 to take deer during the muzzleloader season, as specified in Fis 301.03(e);

c. A license under RSA 214:9 to take deer during the regular hunting season, as specified in Fis 301.03(f); or

d. Any person under the age of 16 or any person over 68 who has a license pursuant to RSA 214:7-a;

(4) Each permit shall be issued with [2] 3 tags, allowing the taking of [2] 3 antlerless deer as defined in Fis 301.01(c), which shall be in addition to the taking of deer authorized by Fis 301.03(d), Fis 301.03(e), Fis 301.03(f), Fis 301.031(a)-(c), and Fis 301.032;

(5) Each issued “DMAP Permit” shall be completed with the following information:

a. The name of the municipal issuing agent;

b. The hunter’s name and address;

c. The hunter’s current license number(s);

d. The hunter’s date of birth;

e. The date and time the tag was issued;

f. The tax map identification numbers of those parcels where the hunter is authorized to hunt;

g. Any other restrictions imposed by the deer management plan or individual participating landowners on the hunting activities of the permittee, including:

1. The authorized weapons or method(s) of take;

2. The dates or times during which hunting may occur;

3. Landowner authorization to place bait and, if allowed, the dates during which baiting may occur; and

4. The tax map identification numbers of those parcels to which any of these restrictions apply;

(6) The municipal issuing agent and the hunter shall note the date and time and shall sign the DMAP permit document, subject to the penalties for making unsworn false statements under RSA 641:3;

(7) No more than one DMAP permit may be issued to an individual hunter per year per municipality participating in DMAP; and

(8) No DMAP permit or an associated tag may be sold, bartered, used, or transferred to any other person; and

(9) The approved municipal applicant shall not charge a fee to issue a DMAP permit or an associated tag.

(i) Immediately upon killing a deer in the special deer management area, the permittee shall provide the following information on the “DMAP Tag” and attach the tag to the deer:

(1) The permittee’s name and address;

(2) The date and time of kill;

(3) The WMU and town in which the kill occurred; and

(4) The hunter’s signature, subject to the penalties for making unsworn false statements under RSA 641:3.

(j) Deer taken under a DMAP permit shall be registered as specified in RSA 208:15-d and shall comply with the requirements of RSA 208:16.

(k) Each municipality that issues DMAP permits and tags shall:

(1) Retain a copy of all DMAP permits issued for a period of 3 years;

(2) Submit a copy of any issued DMAP permit(s) to the department headquarters each Friday from September 1 through December 15, by mail or email, at the addresses below:

a. By mail to: New Hampshire Fish and Game Department, Wildlife Division, 11 Hazen Drive, Concord, NH 03301; or

b. By email to: [wildlife@wildlife.nh.gov](mailto:wildlife@wildlife.nh.gov), with the subject line DMAP Permits; and

(3) Submit to the department an annual report by December 31 of the year the DMAP permits were provided which shall include a listing of all participating hunters by name, date of birth, town of residence, and hunting license number.

(l) Following a hearing, the department may revoke or suspend a municipality’s participation in DMAP for failure to comply with any of the conditions of the DMAP program.

(m) Following a hearing, the department may revoke or suspend any individual DMAP permit upon a finding that:

(1) The permit was obtained through fraud;

- (2) The permit was obtained by a person not entitled to receive a DMAP permit under these rules;
- (3) The permit holder failed to comply with the conditions of the DMAP permit; or
- (4) The permit holder violated the fish and game laws of New Hampshire or the provisions of these rules.

# TOWN *of* HANOVER

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## MEMORANDUM

**TO:** Selectboard Members  
**FROM:** Robert Houseman, Town Manager  
**DATE:** June 12, 2025

**RE: Hybrid Public Meeting Review**

Considering the nature of Selectboard meetings, I recommend conducting the online segment through Zoom Webinar as part of a hybrid meeting format. This method necessitates staff with clearly defined roles to ensure smooth functioning. I have outlined the potential time commitments and responsibilities:

- Zoom Host/Technical Lead (1.5–2.5 hours per meeting): Oversees webinar setup, manages participant access and speaking permissions, troubleshoots technical issues in real-time, monitors raised hands, and maintains decorum during public comments and testimonies. Initially, this role might be filled by:
  - The Town Manager, although this may distract from focusing on specific agenda items.
  - A Selectboard member for smaller meetings.
- The Chair: Facilitates the meeting, recognizes speakers, and enforces engagement rules.

Given the complexities involved in Selectboard meetings, I advise providing a stipend for designated Zoom Hosts or creating a part-time AV/IT support position to meet the demands of hybrid operations.

Finally, I urge the Selectboard to consider whether to implement the hybrid meeting format and review the attached draft policy.

## Selectboard Hybrid Meeting Policy

**Purpose:** To establish procedures for conducting hybrid public meetings that combine in-person attendance with virtual participation via Zoom Webinar, ensuring accessibility while complying with the Right-to-Know Law.

### I. Platform and Meeting Format

All hybrid public meetings will utilize Zoom Webinar, enabling public viewing and formal recognition of attendees who wish to provide comments.

### II. Participant Roles

**Panelists:** This group includes Selectboard members, staff, and invited speakers who may be visible, unmuted to speak, and can share content.

**Attendees:** Members join in view-only mode and can ask questions or comment using the Raise Hand feature.

### III. Standards for Public Participation

All participants must follow these guidelines:

- Public comments are accepted only when the Chair opens the public comment period.
- All comments and questions shall be directed to the Chair.
- Comments must be civil and concise; disruptive behavior may lead to the removal of speaking privileges.
- Virtual attendees must use the "Raise Hand" feature to request to speak and will be recognized at the Chair's discretion.
- Once recognized, individuals will be temporarily unmuted by the host and must unmute themselves to speak.
- The Chair may limit each speaker's time to ensure all voices are heard.

### IV. Opening Rules-of-Engagement Statement

The following script will be broadcast at the beginning of every hybrid meeting:

"Welcome to the Hanover Selectboard meeting. This is a hybrid meeting via Zoom Webinar and is being recorded for future rebroadcast.

Public comment will only be accepted when initiated by the Chair. Virtual attendees should use the 'Raise Hand' feature to request the opportunity to speak. Once recognized, you will be prompted to unmute.

Please direct all comments to the Chair, keep remarks civil and concise, and be aware that disruptive behavior may lead to a loss of speaking privileges.

Thank you for your participation and cooperation.



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## INTEROFFICE MEMORANDUM

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**TO:** SELECTBOARD

**FROM:** ELLEN BULLION AND ROB HOUSEMAN

**SUBJECT:** GRANT MANAGEMENT POLICY

**DATE:** 06/16/2025

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During FY2024, the Town expended Federal awards that exceeded the threshold of \$750,000 which triggered the requirement for a Single Audit. The audit was completed within the required 9 months post fiscal year end and the documents were submitted to the Federal Clearinghouse. The Single Audit resulted in a corrective action plan with three deliverables, including the adoption of a Grant Management Policy, provided for your review. The other two deliverables relate to the Town's Fixed Asset tracking and Balance Sheet reconciliations, which have been addressed.

The attached policy is modeled on several New Hampshire town's policies and was developed with input from Peter Kulbacki and Christina Hall, who are often involved with managing grants. The resulting policy is quite technical but addresses the Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Please let us know if you have any questions.

# **TOWN OF HANOVER, NH**

## **GRANTS MANAGEMENT POLICY**

### **A. Purpose**

The Town of Hanover recognizes that the availability of grant funding offers the potential to provide significant financial resources to enhance the Town's ability to provide goods, services, and activities that may not otherwise be available. The purpose of this policy is to establish and maintain internal controls that provide reasonable assurance that Federal grant awards are managed in compliance with all Federal regulations and that all funds are spent in accordance with any and all terms and conditions of such awards.

The guidelines and procedures outlined in this policy will ensure that all departments are held accountable for proper grant application, acceptance, and management. Proper grant management procedures incorporate the Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* as outlined in the Code of Federal Regulations (CFR) Title 2 Subpart A Chapter II Part 200 as well as NH RSA 31:95-b *Appropriation for Funds Made Available During the Year*.

### **B. Scope**

This policy applies to all personnel, officials and entities of the Town in which the authority to accept grants is bestowed on the Town government.

### **C. Application and Award Process**

Completion of a grant application is the responsibility of the department head for which the grant is applicable, or any other supervisor or staff member as designated by the department head. A staff memorandum must be submitted to the Town Manager for approval prior to the application of any grant funds. Grants for unanticipated funds under \$10,000 may be accepted with the approval of the Town Manager unless a public hearing is required by the terms of the grant.

Per RSA 31:95-b-III(a), a public hearing must be held for the application, acceptance, and expenditure of unanticipated money in the amount of \$10,000 or more. Subsequent to the public hearing the members of the Selectboard will vote whether to authorize the action.

When the Town is notified of a grant award, the department head must notify the Town Manager and the Finance Department. A copy of any available grant paperwork pertaining to the award will be supplied to the Finance Department. Subsequently, a meeting among the applying department head, Town Manager, and Finance Director should occur prior to any further activity pertaining to the grant.

If a grant or other aid is included in the Town's budget it is considered anticipated monies, therefore, no further action is required.

#### D. Financial Management

1. **Accounting Records:** The Town must maintain records that properly identify the source and application of federal grant funds. Accounting records must include all information regarding awards, obligations, unobligated balances, assets, expenditures, income, interest, and any stipulations outlined in the grants. All purchases or expenditures made with federal funds must be in accordance with the guidelines outlined in the grant program. All records must be supported by source documentation.
2. **Financial Set-Up:** The Finance Department, upon notification of approval to accept federal grant funds, will set up the grant in the financial management software. Set-up will include revenue and expense accounts as well as project codes.
3. **Financial Reporting/Disclosure:** Accurate, updated, and complete disclosure of the financial results of each federal award must be made in accordance with OMB's financial reporting requirements. Financial reporting for federal awards will be disclosed through the annual single audit when the threshold of \$1 million is met or as required by the federal awarding agency.
4. **Cash Management:** The Town will deposit grant revenue to the specified grant fund in accordance with the Town of Hanover's Cash Receipts Policy. Federal grant funds are generally received based on reimbursement requests. However, if funds are received in advance of expenditures the Town will minimize the time elapsed between the receipt of grant funds and the payment of any costs incurred. Funds received in advance of expenditures will be deposited into an interest-bearing account unless:
  - a) Interest earned on federal cash balances is not expected to be more than \$500/year.
  - b) The bank requires a balance so high that it is not feasible.
  - c) Less than \$120,000/year is received in federal awards.

If interest earned per year is more than \$500 on the advanced payment, the Town will remit any excess to the Department of Health and Human Services Payment Management System (PMS) as required per 2 CRF § 200.305(b)(12).

5. **Allowable Costs:** While grants may specify allowable and unallowable costs, the Town will adhere to the federal cost principles outlined in 2 CRF Part 200, the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* when developing and administering the budget for each grant. Federal cost principles require costs to be allowable, reasonable, and allocable.
  - a) In order to meet the definition of "allowable," a cost must be:
    - i. Necessary and reasonable to carry out the grant.
    - ii. Consistent with the policies and procedures that apply uniformly to federal and non-federally funded expenses.
    - iii. Not be included as part of a match of federal funds; and

- iv. Be adequately documented.
  - b) In order to meet the definition of “reasonable,” the cost of the good or service does not exceed the amount a prudent person would spend on an item at the time the decision was made to incur the cost. Reasonable is further defined as:
    - i. Use of sound business practices, adherence to federal, state, and local laws and regulations, and the terms and conditions of the federal award.
    - ii. Use of market prices for comparing the costs of goods and services.
  - c) In order to meet the definition of “allocable,” the cost of the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. Allocable is further defined as:
    - i. Costs are incurred specifically for the Federal award.
    - ii. Costs can be distributed in proportions that may be approximated using reasonable methods.
    - iii. Costs necessary to the overall operation of the non-Federal entity.
6. Direct and Indirect Costs
- a) Direct costs: Costs that can be identified specifically with a particular final cost objective, such as federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. 2 CFR §200.413(a).
  - b) Indirect costs: Costs that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. 2 CFR §1108.230. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs. 2 CFR §200.413(a).

Identification with the federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect costs of federal awards.

Typical costs charged directly to a federal award are the compensation of employees who work on that award, the related fringe benefit costs, the costs of material and other items of expense incurred for the federal award. 2 CFR §200.413(b). The salaries of administrative and clerical staff should normally be treated as indirect costs.

Direct charging of these costs may be appropriate only if all the following conditions are met:

- i. Administrative or clerical services are integral to a project or activity.
- ii. Individuals involved can be specifically identified with the project or activity.
- iii. Such costs are explicitly included in the budget or have the prior written approval of the federal awarding agency.
- iv. The costs are not also recovered as indirect costs. 2CFR §200.413(c).

7. Code of Federal Regulations (CFR) definitions
- a) Invoice Processing and Account Payable Check Processing: Accounts payable invoices associated with federal, or state grants goods or services are processed in accordance with the Town’s established accounts payable process and recorded in the corresponding general ledger and project codes. Non-purchase order invoices are received, approved, and batched by the department. The batch is then sent to the Finance Department for final processing. The Finance Department completes the accounts payable process and issued checks for its regularly scheduled bi-weekly distribution.
  - b) Payroll Procedure and Payroll Check Processing: Payroll is processed bi-weekly in accordance with the Town’s established payroll process and is recorded in corresponding

general ledger and project codes. Employees and department heads track and record the hours worked for each employee in the Town's payroll software. The Finance Department completes the payroll process and issues checks and/or direct deposit for a Thursday distribution.

- c) **Compliance with Grant Requirements:** Town Officials and Department Heads are responsible for compliance with all aspects of grant requirements and ensuring that reimbursement requests are submitted accurately and timely to the appropriate governing agency. The Town Officials or Department Heads shall submit the required federal financial reports on a timely basis according to specific grant contracts or agreements and any other progress reports as needed. In addition, any other pertinent grant-related inquiry shall be submitted on a timely basis.
- d) **Obligation of Grant Funds:** All grant funds must be obligated by the termination date of the project, including any extensions approved by the Grantor. Project funds legally obligated by the termination date must be expended within the time frame specified in the grant contract or agreement.
- e) **Responsibility for Maintenance of File and Public Disclosure:** The original grant contract and any approved amendments are retained by the Department Head responsible for the grant, with copies provided to the Finance Department. The official grant file, including a copy of the signed contract and all documents associated with the grant, including but not limited to the contract and amendments, applications, activity reports, requests for reimbursement, fiscal reports, and other correspondence will be maintained by the initiating department.
- f) **Year-End Grant Report Filing:** According to OMB Circular A-133, a single program specific audit is required in any year that the Town expends \$1,000,000 or more a year in federal awards. Town Officials will engage an independent auditing firm's services for the review and final preparation of the Town of Hanover's annual single audit. In addition, Town Officials are responsible for timely submission of the single audit report to the Federal Audit Clearing House (within nine months after the close of each fiscal year). Public disclosure requests regarding grants will be referred to the initiating department for coordination of public records gathering and release.

## 8. Property Management

### a) Property Classification:

- i. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the Town for financial statement purposes, or 2 CFR §1108.170.
- ii. Supplies mean all tangible personal property other than those described in §1108.170 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the Town for financial statement purposes. 2 CFR §1108.365.
- iii. Capital assets are defined as assets with an initial individual cost of more than \$10,000 and an estimated useful life of more than 2 years. Assets are recorded at historical cost or estimated historical cost if purchased or constructed. Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment are depreciated using the straight-line method.
- iv. Construction in progress: Assets that are acquired from federal and state grants are initially categorized as construction in progress and later moved to the appropriate asset category when the project is complete.

### b) Property Standards -Equipment: Equipment must be used in the program or project for

which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award and will not encumber the property without prior approval of the federal awarding agency and the pass-through entity. 2 CFR §200.313.

The equipment will also be made available for use on the other projects or programs currently or previously supported by the federal government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by the federal awarding agency that financed the equipment. The second preference is given to programs or projects under federal awards from other federal awarding agencies. Use for non-federally funded programs or projects is also permissible.

- c) Maintenance: In accordance with 2 CFR 313(d)(4), the Town maintains adequate maintenance procedures to ensure that property is kept in good condition. Employees issued a device are responsible for maintaining and securing the equipment.
- d) Physical Inventory: A physical inventory of the property must be taken, and the results reconciled with the property records at least once every two years. 2 CFR §200.313.
- e) Inventory records must be maintained that include the following: 2 CFR §200.313.
  - i. The acquisition date and cost of the property
  - ii. A description of the property, a serial number, or other identification number
  - iii. The source of funding for the property including the Federal Award Identification Number (FAIN)
  - iv. Who holds title
  - v. Percentage of Federal participation in the project costs for the Federal award under which the property was acquired.
  - vi. The location, use, and condition of the property
  - vii. Any ultimate disposition data including the date of disposal and sale price of the property
- f) Property Sales/Disposition
  - i. If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
  - ii. Disposition – When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the non-Federal entity must request disposition from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with the Federal awarding agency disposition instructions.
  - iii. Items of equipment with a current per unit fair market value of \$10,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the Federal awarding agency.
- g) Safeguarding Equipment: The Town maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

#### E. Procurement – 2 CFR §200.318

1. Purchase of Goods and Services Procedures: Purchases for goods and services specified in the grant application shall be executed in accordance with the Town of Hanover's Purchasing

Policy along with each individual grant's requirements and recorded in corresponding general ledger and corresponding project codes.

2. **Conflict of Interest – Standards of Conduct:** In accordance with 2 CFR §200.318(c)(1): The Non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.
3. **Contract Administration:** The Town will maintain the following controls to ensure that any and all contractors perform in accordance with the terms, conditions, specifications, and process of their contract.  
The employee in charge of contract management will be determined by the type of contract held or the job being performed. Department specific contracts will be the responsibility of the employee who initiated the contract or their designee.

Contract managers are responsible for the following:

- a) All communications with the contractor(s).
- b) Determining and evaluating the qualifications of the contractor and their personnel regarding compliance with contract and/or purchase order requirements.
- c) Review and determine the adequacy of all reports and goods or services produced or carried out by the contractor.
- d) Managing change orders or amendments to any contracts and ensuring they are in writing and approved by the appropriate parties.
- e) Approving, adjusting, or rejecting all contractor invoices or requests for payment.

#### F. Grant Subrecipient and Contractor Monitoring Procedures

1. If the Town grant subawards of federal funding to other entities as subrecipients, the Town shall be responsible for the following:
  - a) Evaluating the subrecipient for risk of noncompliance
  - b) Determining appropriate monitoring practices and procedures
  - c) Outlining the subrecipients' obligations, responsibilities, and any and all provisions related to the grant award and federal laws and regulations in a contract between the Town and the subrecipient.
  - d) Monitoring the subrecipient's implementation to ensure compliance with the Town's policies, local, state, and federal laws as well as conditions of the federal funding award
  - e) Notifying the subrecipient of any deficiencies that are identified during the monitoring process to ensure correction.
  - f) Documenting and retaining records pertaining to subrecipient identification, notification, evaluation, monitoring, and corrective actions taken.

## 2. Definitions

- a) **Contract:** A legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term as used here does not include a legal instrument, even if the entity considers it a contract when the substance of the transaction meets the definition of a federal program award or subaward.
- b) **Contractor:** An entity that receives a contract, as defined in law and regulations, by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award.
- c) **Pass-through entity:** A non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program. The Town will serve as a pass-through entity in cases where it awards federal funding to a subrecipient as defined in this procedure.
- d) **Subaward:** An award provided by a pass-through entity to a subrecipient in order to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the passthrough entity considers a contract.
- e) **Subrecipient:** A non-federal entity that received a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.)
- f) In the event that the Town disperses federal funds received through a federal award to other entities or subrecipients and assigns responsibilities to the outside entity to conduct a portion of the work, the Town shall be responsible for determining whether the agreement with such entity places the outside entity in the role of a subrecipient receiving a subaward of federal funding, or the role of a contractor. When determining whether an entity is a contractor or subrecipient, according to the above definitions, the Town should consider the guidance given in 2 CFR 200.330. The federal granting agency may supply additional guidance and impose additional requirements to support the determination of an entity as a contractor or a subrecipient.

## 3. Contractors

The Town shall maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The Town shall also ensure that contractors' conduct does not threaten or undermine the terms and conditions of the Federal award. Bonding requirements shall be imposed on contractors as required by 2 CFR 200.325 or by the terms and conditions of the federal award. All contracts shall contain the relevant applicable provisions as required by 2 CFR Part 200 Appendix II. The Town shall take all necessary affirmative steps to ensure that minority businesses, women's business enterprises, and labor surplus area firms are used, when possible, as provided in the grant agreement and in 2 CFR 200.321.

## 4. Subrecipients

The Town shall be responsible for following proper procedures for identifying subrecipients



and for regulations described in Appendix 1.

G. Record Retention

The department head shall ensure that all documentation regarding subrecipient identification, notification, evaluation, activity monitoring, and corrective action is maintained in accordance with Town policies and procedures. Records shall be retained in accordance with applicable laws, regulations, specific requirements of the federal program, and the Town's record retention schedule.

H. Waivers

The Selectboard may vote to waive any portion of this policy if the Board deems it to be in the best interest of the Town of Hanover.

I. Amendments

These policies may from time to time be amended by the vote of the Selectboard.

J. Effective Date

These policies shall be effective upon a vote of the Selectboard.

## Appendix 1. Subrecipients

The Town shall notify subrecipients that they have been identified as a subrecipient and that the funding qualifies as a subaward. The Town shall provide the subrecipient with the following information regarding the federal funding award at the time of the subaward and shall also provide notice of change of such information.

- a. Federal Award Identification information, including:
  - i. Subrecipient name (which must match the name associated with its unique entity identifier)
  - ii. Subrecipient's unique entity identifier
  - iii. Federal Award Identification Number (FAIN)
  - iv. Federal Award date of award to the recipient by the federal agency
  - v. Subaward period of performance start and end date
  - vi. Amount of Federal Funds obligated by this action by the pass-through entity to the subrecipient
  - vii. The total amount of Federal Funds obligated to the subrecipient by the pass-through entity including the current obligation.
  - viii. Total amount of the Federal Award committed to the subrecipient by the pass-through entity.
  - ix. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)
  - x. Name of federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity.
  - xi. CFDA number and name; the pass-through entity must identify the dollar amount made available under each federal award and the CFDA number at time of disbursement.
  - xii. Identification of whether the award is research and development, and
  - xiii. Indirect cost rate for the federal award if applicable.
- b. All requirements imposed by the Town on the subrecipient so that the federal award is used in accordance with federal statutes, regulations and the terms and conditions of the federal award.
- c. Any additional requirements that the Town imposes on the subrecipient in order for the Town to meet its own responsibility to the federal awarding agency including identification of any required financial and performance reports.
- d. Either an approved federally recognized indirect cost rate negotiated between the subrecipient and the federal government or, if no such rate exists, a rate negotiated between the Town and the subrecipient.
- e. A requirement that the subrecipient permits the Town and auditors to have access to the subrecipient's records and financial statements as necessary for the Town to meet all of its grant requirements and the terms of 2 CFR 200.331, and
- f. Appropriate terms and conditions concerning closeout of the subaward.

### 2. Evaluation of Risk:

The Town shall evaluate each contractor's risk of noncompliance with law, regulations and the terms and conditions of the subaward to determine appropriate monitoring practices.

The applying department head or designee shall be responsible for evaluating risk based on the following factors:

- a. The contractor's prior experience with the same or similar subawards.
- b. The results of previous audits, including whether the subrecipient receives a single audit and the extent to which the same or similar subaward has been audited.
- c. Whether the subrecipient has new personnel, or new or substantially changed systems and processes; and
- d. The extent and results of any federal award agency's monitoring of the subrecipient.

The department head of designee shall request adequate documentation from the subrecipient to conduct the evaluation of risk; such documentation may include, but shall not be limited to, audit reports, financial reports, policies and procedures and detailed descriptions or users' guides of current systems and processes.

In addition to these factors, the Town shall evaluate subrecipients for risk of noncompliance as specified in the subrecipient agreement.

Based on the results of the risk evaluation, the Town may consider imposing specific conditions on implementation of the subaward, in accordance with applicable laws and regulations.

### 3. Monitoring

The Town shall monitor the implementation of and activities of each subrecipient as necessary to ensure that the subaward is used for authorized purposes, in accordance with law, regulations and the terms and conditions of the subaward, and that subaward performance goals are achieved. The Town shall notify subrecipients of monitoring requirements and may provide technical assistance to subrecipients in complying with monitoring requirements.

The department head of designee shall be responsible for monitoring of subrecipients. As part of the monitoring process, the Town shall complete the following steps:

- a. Review financial and performance reports required by the Town.
- b. Follow up and ensure that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the subaward provided to the subrecipient from the Town detected via audits, onsite reviews, and other means.
- c. Issue a management decision for audit findings pertaining to the subaward provided to the subrecipient by the Town, in accordance with applicable laws and regulations.

Monitoring activities may also include the following:

- a. Review of progress reports, financial reports, performance reports, and data quality
- b. On-site visits and reviews of the subrecipient's program operations
- c. Review of federal or state debarment lists
- d. Review of other agreed-upon procedure engagements as specified in the subrecipient agreement, such as audit services as discussed in 2 CFR 200.425.

The Town shall verify that subrecipients are audited as required by 2 CFR 200 Subpart F or other applicable laws and regulations.

### 4. Follow-up Actions

The department head of designee shall provide subrecipients with written documentation detailing the results of their monitoring to include any deficiencies that were identified. The Town shall consider whether the results of monitoring indicate the need to revise existing Town policies and procedures.

The Town shall require subrecipients to take immediate action on issues involving ineligible or illegal use of federal funding and require notification to the Town outlining when and how corrective action was taken.

The Town shall require subrecipients to develop a corrective action plan to address any identified deficiencies or noncompliance issues; such plan shall be submitted to the Town within 30 days, and the Town shall evaluate and monitor the activities taken by the subrecipient under the corrective action plan. The Town reserves the right to make changes to the plan if they deem it necessary.

The department head or designee shall maintain all documentation on monitoring of subrecipients, and corrective action taken during the monitoring process. The Town shall report issues of noncompliance to the appropriate federal agency where required by law, regulations, or requirements of the federal funding program.

#### 5. Correction for Noncompliance

If the monitoring of activities identifies noncompliance issues that are not addressed through corrective action, the Town may take the following actions:

- a. Impose specific conditions on the subrecipient, in accordance with applicable laws and regulations.
- b. Temporarily withhold cash payments, in accordance with applicable laws and regulations.
- c. Disallow or deny use of funds for all or part of the cost of the activity or action not in compliance.
- d. Wholly or partially suspend or terminate the subrecipient agreement.
- e. Recommend that the federal agency initiate suspension and debarment proceedings.
- f. Withhold further awards or agreements for the project or program.
- g. Take other remedies legally available in consultation with legal counsel.

#### 6. Record Retention

The department head shall ensure that all documentation regarding subrecipient identification, notification, evaluation, activity monitoring, and corrective action is maintained in accordance with Town policies and procedures. Records shall be retained in accordance with applicable laws, regulations, specific requirements of the federal program, and the Town's record retention schedule.

#### Appendix 2. References

1. CFR §200.305 Federal Payment
2. CFR §200.313 Equipment
3. CFR §200.318 General Procurement Procedures
4. CFR §200.321 Contracting with Small Businesses, Minority Businesses, Women's Business Enterprises, Veteran-Owned Businesses, and Labor Surplus Area Firms
5. CFR §200.325 Federal Agency or Pass-Through Entity Review
6. CFR §200.330 Reporting on Real Property
7. CFR §200.331 Subrecipient and Contractor Determinations
8. CFR §200.413 Direct Costs
9. CFR §200.425 Audit services

10. CFR §1108.170 Equipment
11. CFR §1108.230 Indirect Costs
12. CFR §1108.365 Supplies
13. RSA §31:95-b Appropriation for Funds Made Available During the Year

## Designation of Authorities for Clean Water SRF Loan

WHEREAS,

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(Legal Name of Applicant)

after thorough consideration of the nature of its water pollution problem, hereby determines that the construction of certain works, generally described as:

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(the Project) is desirable and in the public interest, and to that end it is desired to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Wq 500, which relate to loans from the Clean Water State Revolving Fund, and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY

---

the governing body or Board of Directors of said Applicant, as follows:

1. That the person holding the position of \_\_\_\_\_ (Title) currently held by, \_\_\_\_\_ (Name) is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500, furnishing such information, data, and documents pertaining to the Applicant for a loan as may be required;
2. That if such loan be made, the following position(s), currently held by the following individual(s), is/are the Authorized Representative(s) of the Applicant for the purpose of signing any documents pertaining to the disbursement of funds to the loan recipient.

Position Title	Name

3. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.
4. That a certified copy of this resolution be included as part of the application to be submitted for a loan.
5. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.

Position Title	Name

6. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

VOTED:

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification.

ATTEST:

Date: \_\_\_\_\_

\_\_\_\_\_

## **SELECTBOARD MEETING**

**June 2, 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, Rob Houseman, Town Manager, Jennie Chamberlain, Selectboard Member, Jarett Berke, Secretary; Ellen Bullion, Finance Director

Participating by Zoom: Athos Rassias, Selectboard Member

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

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

C. Callaghan called the meeting to order.

#### **2. Public Hearing**

None

#### **3. Agenda Review**

The Chair noted item 6c, Selectboard organization will occur after item 5a, Public Comment.

#### **4. Announcements/Recognition**

None

#### **5. Public Comment**

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

Kari Asmus and Dave Chaffee, Etna spoke about the Memorial Muster Day. They were appreciative of the funding given so they could have the tent with seating underneath and audio equipment and operator. They requested the Board decide soon to approve to do it again next year and also to fund it again through the Bressett Fund.

David Vincelette, 93 Lebanon Street 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. How was Storrs Pond protected?

He continued to make specific accusations of Town departments, staff and Board members.

#### **6c. Organizational meeting for 2025-2026 Selectboard and committee assignments**

- Election of Officers
  - Chair
  - Vice Chair
  - Secretary
- Board/Committee Assignments

The Chair noted the committee assignments will occur later- after the Crosby Street presentation.

J. Whitcomb nominated C. Callaghan as Chair. A. Rassias seconded the nomination. Vote: All in favor

J. Berke nominated J. Whitcomb as Vice Chair. J. Chamberlain seconded. Vote: All in favor

J. Whitcomb nominated J. Berke as Secretary. A. Rassias seconded. Vote: All in favor



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A. Rassias left the meeting at this time.

## **6. Business Requiring Discussion**

### **a. Dartmouth College Crosby Street energy project update**

J. Whitcomb recused herself from the item.

This presentation aims to inform the Selectboard and the Town about an upcoming Dartmouth College project that will require the closure of Crosby Street and include the implementation of a coordinated traffic management plan. It is important to note that Dartmouth College has collaborated closely with key Town staff and the Hanover School Districts over several months to develop this plan. The plan includes strategies to minimize the impact of the road closure, including rerouting public school buses and coordinating with emergency services. Finally, Dartmouth has committed to future enhancements to the public right-of-way, designed in collaboration with the Town and aligned with Hanover's multimodal transportation goals. The yet to be designed improvements will consider the Town's broader transportation planning efforts, including the Shared Streets Vision Plan as a Safe Streets for All initiative.

Eric Bray, Senior Director Energy Transition Dartmouth College and Julia Pfeiffer, Assistant Director Energy Transition gave the presentation. Also in attendance were: David Anderson, Senior Planner and Erica Wygonik Dartmouth graduate and traffic consultant from Wall Consultant Group.

The presentation included an Energy Transition overview, Crosby Street work plan, commitments made to the Town, logistics, and traffic study findings.

Board members asked clarifying questions throughout the presentation.

Public comment and questions:

Nancy Carter asked about dump trucks. R. Houseman explained those are for a different project.

### **b. Deer Team presentation on proposed expanded area to Town boundaries.**

Hanover has collaborated with the New Hampshire Fish and Game Department (NHFG) to obtain additional doe hunting permits due to deer overpopulation. This has been accomplished through the Special Deer Management Area (DMA) process established by NHFG.

It is unclear what steps will be necessary to expand the DMA to the Town Boundaries, or whether written landowner permission will still be required. A map of all the landowner-authorized parcels must currently be submitted to NHFG and distributed with all permits. If written landowner authorization and parcel mapping are necessary, this will require additional staff time and resources. Currently, the process involves Alex Taft, Senior Planner; Kate Shea, Town Manager's Administrative Assistant; and the Town Clerk's office, who spend approximately 40-60 hours seasonally preparing all the documents and issuing the permits. Additionally, the mapping is prepared by Dartmouth College. Finally, Town Staff is working on filing the annual NHFG application by mid-June, so any changes in the boundaries may need to be postponed until next year.

A presentation was given by the Team. There is an overpopulation of deer which creates a loss of diversity of animals in the woods. Hanover is the only town that utilized the process of allowing additional tags given out for hunting. The Team is asking for a bigger zone for hunting. The State has already allocated the three additional deer tags per person.

The presenters and Team addressed ideas as to what could be done to protect the other users of the woods, such as closing access to lands to non-hunters during hunting season, and what land the current zone includes and what land the expansion would include.

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It was clarified that the request is not to expand the land zone, but to define where the additional tags are allowed to be utilized.

Kari Asmus, Etna is in favor of the request due to the public health safety for the number of ticks present.

R. Houseman noted if the board endorses the expansion of the municipal boundaries, staff can reach out to Fish and Game and incorporate it into the staff process for next year.

J. Berke and J. Whitcomb stated they are in favor.

R. Houseman further clarified the request and will send around the 2024 deer map to the board for review.

The Team requested the Board submit a letter of endorsement that can be given to the state as part of the request. They gave further explanations regarding issues with vegetation.

The Chair indicated the board supports the request and if there is a letter requiring signature the Town Manager will bring that to the board.

The agenda was further reviewed and organized to allow items e and f to be heard next.

#### **e. Ledyard Park presentation**

R. Houseman gave an update to the Board and the public on the public/private partnership regarding a site of land which he described and showed slides of the proposal. He addressed the fundraising plan, plans for furniture and fixtures along with design and purpose. The Town is funding the design, and the fundraising is being led by the downtown group.

#### **Public Comment**

Kari Asmus, Etna asked some questions about construction costs, licensing agreement, insurance.

R. Houseman addressed the questions and added the space will be coordinated through Parks and Recreation Department. It will be available for rental through that department.

#### **Board member comments**

J. Chamberlain appreciates the design and doesn't want to have bright orange or bright yellow traffic barriers in front of it. She requests more aesthetic options.

#### **f. Review proposed 2026 Rates and Fees Schedule**

E. Bullion reviewed the overall yearly process and showed the spreadsheet which highlight the changes proposed. She also noted the Planning and Zoning dept rates and fees need additional review before being presented to the Board. The public hearing needs to be set for June 16, 2025, and the rates and fees need to be posted seven days before so those numbers will be provided to the Selectboard and public in advance of that meeting.

The other department rates and fees that aren't set yet are for ambulance division. This is due to legislation currently ongoing. She gave some explanations and possible impacts to Hanover rates and fees.

J. Chamberlain suggested some changes to the meter rate for the 10-hour parking to encourage people to use the parking garage. The parking garage has confusing rates which could be cleared up. She also addressed event parking.

She is looking to make a few quick changes currently and looks forward to the parking study for more information.

She handed out a few pages she prepared in advance.

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Discussion ensued among board members and Town Manager on the matter. It was clarified that rates and fees can be adjusted at other times of the year although a public hearing is necessary. Timeline of the parking study was discussed.

J. Berke agrees with J. Chamberlain's comments but also agrees with R. Houseman to wait to hear from the parking experts. He does not want to wait a year. He suggests more testing with parking rates and willingness to make changes much more frequently as necessary if issues arise. He also noted the winter vs summer parking is very different and the parking rates and fees should reflect that.

The board will discuss this matter further in two weeks.

A few other line items were clarified.

The fee for parklets was discussed and noted that last year the Board agreed the fees should go up to better reflect the loss of parking revenue. That might have been lost in the transfer of Town Manager, so the Board agreed to up the fees prior to the next application cycle. Rates set at the upcoming public hearing on June 16<sup>th</sup> would be setting rates for the next application cycle which happens prior to Town Meeting.

#### **d. Statutory Boards and Committees Review**

As requested, a chart of all Town Boards is included in the Selectboard meeting materials packet.

Some discussion occurred about the liaison role of Selectboard members on committees etc.

#### **c. Organizational meeting for 2025-2026 Selectboard and committee assignments**

- Board/Committee Assignments

C. Callaghan noted he will put the chart provided into a grid with current assignments and send it around so Board members can decide what they are interested in taking on this year.

#### **8. Business Requiring Action**

##### **b. Approval of NH Municipal Bond bank loan agreement for new fire truck (approved at 2023 Town Meeting).**

E. Bullion introduced the item stating the Selectboard needs to vote to allow the Town to enter into the loan agreement. NH Municipal Bond Bank will then issue the bonds to purchase the fire truck which was approved at Town Meeting in May of 2023. She gave additional details about the official process and next steps.

**At 9:19 pm J. Whitcomb MOVED to approve the NH Municipal Bond bank loan agreement for the new fire truck (the bond was authorized at the 2023 Town Meeting). J. Chamberlain SECONDED. All in favor**

##### **c. Approval of Post-Issuance Tax Compliance Policies and Procedures Resolution.**

E. Bullion gave information and recommendations received from the bond counsel and explained the need for the next vote which approves tax compliant policies drafted by bond counsel.

**At 9:24 pm J. Whitcomb MOVED to approve the Post-Issuance Tax Compliance Policies and Procedures resolution as presented, and that the Board names the Director of Finance as the "Coordinator" under the Post-Issuance Tax Compliance Policies, and that the Director of Finance has accepted such nomination, and finally that this resolution shall take effect from and after its adoption. J. Berke SECONDED. All in favor**

##### **d. Approval of item i to ii by Consent**

###### **i. Appointments - Commissioner of Conservation Commission and Deputy Town Clerk**

Selectboard

June 2, 2025

The Board asked Amy Haak, applicant for Conservation Commission, to come forward. They are happy to have her join the Commission.

**At 9:26 pm J. Whitcomb MOVED the appointment of Amy Haak to the Conservation Commission and Roberta Hitchcock to Deputy Town Clerk, J. Berke SECONDED.**

**All in favor**

**ii. Light pole banner and Main Street pennant requests**

To bring awareness and support to the 44th annual Prouty

**At 9:27 pm J. Berke MOVED to approve the light pole banner and Main Street pennant requests as presented.**

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

**7. Town Manager Report**

Town Manager Rob Houseman submitted his report in writing which highlighted the following department updates:

- Finance
- Howe Library
- Town Manager
- IT
- Parks and Recreation
- Fire
- Police
- Etna Library

He did note he had some training on electioneering. Discussion ensued regarding regulations for Selectboard members and Town Manager in relation to the topic.

He also learned about tax deeded properties and the obligations of the Town.

**Item 8a. Approval of May 19, 2025, Selectboard Minutes**

**At 9:33 pm J. Berke MOVED to Approve the minutes of May 19 as submitted. C. Callaghan SECONDED. 3 in favor with J. Whitcomb abstaining**

**9. Selectboard Reports**

- J. Berke
  - Nothing to report
- J. Whitcomb
  - Sustainability, reported on student project gaging the potential of geothermal micro-districts, and conference about municipalities and sustainability coming to Dartmouth and working with Sustainable Hanover to showcase town sustainability efforts
  - Howe Corporation
- C. Callaghan
  - Nothing to Report
- A. Rassias
  - No Report
- J. Chamberlain
  - Sustainability, more student projects related Sustainable Hanover and decision-making in uncertainty to be presented Thursday

Selectboard

June 2, 2025

- Planning Board, next meeting Tuesday 6/3/2025, proposal being brought forth to redevelop the back half of the Davidson building, and create more housing units above retail
- Bike Walk, next meeting Monday 6/9/2025 Town Hall 4 PM

## **10. Adjournment**

91:1:3 II (A)(B)(D)(E)(L)

At 9:41 R. Houseman indicated there was a need to have non-public session. Video recording ended at 9:41pm.

Respectfully,

Jarett Berke, Secretary

## **SUMMARY**

### **Item 6c**

J. Whitcomb nominated C. Callaghan as Chair. A. Rassias seconded the nomination. Vote: All in favor

J. Berke nominated J. Whitcomb as Vice-Chair. J. Chamberlain seconded. Vote: All in favor

J. Whitcomb nominated J. Berke as Secretary. A. Rassias seconded. Vote: All in favor

### **Item 8b**

**At 9:19 pm J. Whitcomb MOVED to approve the NH Municipal Bond bank loan agreement for the new fire truck (the bond was authorized at the 2023 Town Meeting). J. Chamberlain SECONDED. All in favor**

### **Item 8c**

**At 9:24 pm J. Whitcomb MOVED to approve the Post-Issuance Tax Compliance Policies and Procedures resolution as presented, and that the Board names the Director of Finance as the "Coordinator" under the Post-Issuance Tax Compliance Policies, and that the Director of Finance has accepted such nomination, and finally that this resolution shall take effect from and after its adoption. J. Berke SECONDED. All in favor**

### **Item 8d**

**At 9:26 pm J. Whitcomb MOVED the appointments of Amy Haak to the Conservation Commission and Roberta Hitchcock as Deputy Town Clerk, J. Berke SECONDED.**

**All in favor**

**At 9:27 pm J. Berke MOVED to approve the light pole banner and Main Street pennant requests as presented.**

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

### **Item 8a**

**At 9:33 pm J. Berke MOVED to Approve the minutes of May 19 as submitted. C. Callaghan SECONDED. 3 in favor with J. Whitcomb abstaining**



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### APPLICATION for RAFFLE PERMIT

Per RSA 287-A:7 Any charitable organization desiring to conduct a raffle under the provisions of chapter shall first obtain a permit from the selectmen or designee of the town or the mayor and aldermen of the city, wherein the drawing for prizes is to be held.

Name of the Organization: \_\_\_\_\_

Date of Drawing: \_\_\_\_\_ Place of Drawing: \_\_\_\_\_

Cost of Ticket: \_\_\_\_\_ Prize(s): \_\_\_\_\_

Purpose of Raffle: \_\_\_\_\_

Raffle Sales to Start on or about: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

(Check box if applicable) To conduct more than one raffle, we are requesting that the Town extend the permit to one year from the date of issuance.

I agree to conform to all requirements for conducting a raffle as outlined in Chapter 287-A of the New Hampshire Revised Statutes Annotated.

Signature Bruce M. [Signature] Date \_\_\_\_\_

As agent for the Charitable Organization

Permit is Approved: ☐ or Disapproved: ☐ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chief of Police (Authorized Designee)

Hanover Select Board

*If approved, the permit is subject to the following conditions:*

- . Raffle shall be defined as a lottery in which each participant buys a ticket for an article or articles put up as a prize with a winner being determined by random selection.
- . Raffle tickets shall be sold only to persons 16 years of age or over.
- . No raffle tickets shall be sold by persons other than the members of the requesting organization or such person or persons as may be designated by the requesting organization and who shall receive no financial remuneration.
- . All raffle tickets shall be printed with the name of the charitable organization thereon, the date and place of the drawing and the prize or prizes to be awarded and the amount of the donation.
- . The Permit shall expire at the time of the drawing and shall not be transferable.

**GAMES, AMUSEMENTS, AND ATHLETIC EXHIBITIONS      CHAPTER 287-A      RAFFLES**

**Section 287-A:1**

**287-A:1 Definitions.** – As used in this chapter:

I. "Raffle" means a lottery in which each participant buys a ticket for an article or articles put up as a prize with the winner being determined by a random drawing.

II. "Charitable organization" means the following:

(a) Any person or entity that is determined by the Internal Revenue Service to be a tax exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code, as that section now exists or may hereafter be amended; or

(b) Any other person or entity that is or holds itself out to be established, in whole or in part, for any benevolent, philanthropic, patriotic, educational, humane, scientific, public health, environmental conservation, civic, social, sporting, recreational, or other charitable purpose which has been in existence for at least 2 years, or political committee or political party which has been in existence for at least 2 years, or any person who in any manner employs a charitable appeal as the basis of any solicitation or an appeal that suggests that there is a charitable purpose to any solicitation. "Charitable organization" is not limited to those organizations to which contributions are tax deductible under section 170 of the Internal Revenue Code.

III. "50/50 raffle" means a raffle conducted by a charitable organization whereby moneys collected by sale of raffle tickets are split evenly between the prize winner or winners and the charitable organization after the raffle drawing.

**Source.** 1971, 43:1. 1973, 270:1. 1999, 306:1. 2000, 115:1, eff. July 7, 2000.

**Section 287-A:2**

**287-A:2 Raffle Authorized.** – A charitable organization may conduct a raffle to promote the purpose for which it was organized, in the manner hereinafter provided, and not otherwise. **Source.** 1971, 43:1, eff. April 5, 1971

**Section 287-A:3**

**287-A:3 Printed Tickets.** – All raffle tickets shall be printed with the name of the charitable organization thereon, the date and place of the drawing, and the prize or prizes to be awarded and the amount of the donation. **Source.** 1971, 43:1, eff. April 5, 1971

**Section 287-A:4**

**287-A:4 Distribution of Tickets.** – Raffle tickets shall be sold only to persons 16 years of age or over and no raffle tickets shall be sold by persons other than the members of the charitable organization or such person or persons, as may be designated by the organization, and who shall receive no financial remuneration. **Source.** 1971, 43:1, eff. April 5, 1971.

**Section 287-A:5**

**287-A:5 Agency Not Permitted.** – No charitable organization shall act as an agent for conducting a raffle, where it is unlawful for the charitable organization's principal to conduct such a raffle. **Source.** 1971, 43:1, eff. April 5, 1971.

**Section 287-A:6**

**287-A:6 Effect on Other Laws.** – RSA 647 shall not apply to the sale of raffle tickets in the manner provided for in this chapter. **Source.** 1971, 43:1. 1973, 40:4, eff. Nov. 1, 1973.

**Section 287-A:7**

**287-A:7 Permit Required.** – Any charitable organization desiring to conduct a raffle under the provisions of this chapter shall first obtain a permit therefor from the selectmen or designee of the town, or the mayor and aldermen or designee of the city where the drawing for prizes is to be held. Except as otherwise provided in this section, the permit shall expire at the time of the drawing and shall not be transferable. At the request of the charitable organization to conduct more than one raffle, the governing body may extend the permit to one year from the date of issuance. **Source.** 1971, 43:1, eff. April 5, 1971. 2011, 94:1, eff. July 1, 2011.

**Raffles Held in Conjunction With Bingo Games**

**Section 287-A:8**

**287-A:8 Tickets; Distribution.** –

I. All raffle tickets sold in conjunction with bingo games shall be numbered sequentially.

II. No ticket or multiple tickets shall be sold for more than \$1.

III. Notwithstanding RSA 287-A:4, raffle tickets sold in conjunction with bingo games shall be sold only by members of a charitable organization licensed by the racing and charitable gaming commission to conduct bingo and only at bingo games being operated by the charitable organization. **Source.** 1985, 374:1. 2004, 97:8; 257:9. 2008, 25:1, eff. July 11, 2008.

**Section 287-A:9**

**287-A:9 Players.** – [Repealed 2009, 228:3, III, eff. July 16, 2009.]

**Section 287-A:10**

**287-A:10 Prizes.** – Prizes awarded at any raffle held in conjunction with a bingo game shall not exceed \$500 wholesale cost. **Source.** 1985, 374:1. 1991, 276:3, eff. June 10, 1991.

**Section 287-A:11**

**287-A:11 Permit Not Required.** – The provisions of RSA 287-A:7 shall not apply to raffles held in conjunction with bingo games.