



## **Selectboard Meeting - Jul 07, 2025 Agenda**

Monday, July 7, 2025, at 7:00 PM

**In-person - Municipal Building 2nd FL Boardroom and Via Zoom**

**Meeting ID-** <https://us02web.zoom.us/j/87230601644>


**To dial in,** call 1 646-876-9923, then dial the Webinar ID: **872 3060 1644** followed by #, then press # again.

### **1. Opening of Meeting - 1 Minute**

- a. Call to Order

### **2. Public Hearing – 5 Minutes**

### **3. Agenda Review – 1 Minutes**

- a. Agenda Review
- b. Selectboard Meeting Memorandum  
[2025-07-07 Selectboard Memorandum.pdf](#) 


### **4. Announcements/Recognition – 0 Minutes**

### **5. Public Comment – 15 Minutes**

- a. Public may address the Board

### **6. Business Requiring Discussion – 30 Minutes**



- a. Review FY 2025 Selectboard OKR (Objectives and Key Results) and Draft FY 2026 OKR  
[SB FY 25 OKRs Update 07-07-25.pdf](#)   
[TOH SB FY26 OKR possible candidates 07-07-25.pdf](#) 

- b. Selectboard FY26 calendar review  
[FY Calendar.pdf](#) 
- c. Selectboard retreat/Selectboard training

**7. Town Manager Monthly Report - 10 Minutes**

- a. Town Manager Report  
[Town Manager Monthly Report.pdf](#) 

**8. Business Requiring Action – 60 Minutes**

- a. Police Department restructuring  
[HPD Memo - Reorganization Parking dated 4142025 \(003\).pdf](#) 
- b. Approval of June 16, 2025, Selectboard Minutes  
[2025-06-16 Draft Minutes.pdf](#) 

**9. Approval of Item by Consent**

**Donations**

[Donations.docx](#) 

**Appointments**

[Appointments.docx](#) 

**Pole License - EV Chargers**

- Pole license for new EV chargers at the Marshall Lot – 4 Maple Street  
[4 Maple St, Hanover Pole Petition.pdf](#) 

**10. Selectboard Reports – 15 Minutes**

**11. Nonpublic Session – 20 Minutes**

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

**12. Adjournment – 1 Minute**

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

**Conduct of Public Hearings:**

Computer attendees- to speak, you must use the raise hand icon.

Phone attendees -to speak, you must raise your hand by pressing \*9. The moderator will then unmute and introduce each participant wishing to speak. Please note that there will be some lag between the introduction and the unmuting of each participant.

# TOWN *of* HANOVER

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## MEMORANDUM

**TO:** Selectboard Members  
**FROM:** Robert Houseman, Town Manager  
**DATE:** JULY 7, 2025

**SUBJECT:** Information for the Selectboard for July 7, 2025

### **Business Requiring Discussion**

**a. FY25 year in review of the Selectboard OKR (Objectives and Key Results) and Draft 2026 OKR's**

Please see the FY 25 OKR year in review and 2026 draft OKRs included in the Selectboard meeting materials packet.

**b. Selectboard FY26 calendar review**

Please see the draft calendar included in the Selectboard meeting materials packet.

**c. Selectboard retreat/Selectboard training**

The Selectboard Chair, Vice Chair, and I met with Marty Jacobs to discuss the potential for Selectboard training facilitated by Marty. As discussed, the session will focus on enhancing governance practices, clarifying board and staff roles to strengthen the effectiveness of the Selectboard.

Marty Jacobs, Ph.D., is a transformative change consultant and systems thinker with over 30 years of experience in strategic planning, organizational learning, board development, and community engagement.

Below is a summary of her core principles of effective board governance:

- **Trusteeship:** Board members represent the broader public interest.
- **One Voice:** Board speaks through unified, recorded decisions.
- **Policy Focus:** Actions are grounded in established policy.
- **Strategic Planning:** The board sets direction, while staff manage implementation.
- **Clarified Roles:** Guiding questions help distinguish board vs. staff responsibilities.

- **Committees:** A Structured approach to determine board or staff ownership of tasks.

**Recommendation:**

Have Marty Jacob lead the training and use her framework as the foundation for a Selectboard retreat/training session.

**Town Manager Monthly Report**

Please see the Monthly Report included in the Selectboard meeting materials packet.

**Business Requiring Action**

**a. Police Department restructuring**

Please see the Memo from the Chief outlining his proposal.

As noted in the memo, Chief Martin proposes a reorganization of the Hanover Police Department to create three formal divisions: Operations, Special Services, and a new Downtown Services Division. This structure improves efficiency, enhances downtown coordination, and supports career development, while maintaining the current staffing level of 21 sworn officers.

The plan includes adding one Lieutenant and one Corporal, while eliminating one Sergeant and one Officer position. The change results in no new FTEs and yields an estimated annual savings of \$8,445.52 by reducing overtime costs.

I support this proposal.

**Action Requested:**

Approve the proposed reorganization of the Hanover Police Department as outlined in the memorandum dated April 14, 2025

**Suggested Motion:**

*I move to approve the proposed reorganization of the Hanover Police Department as outlined in the memorandum dated April 14, 2025, including the creation of a third Police Lieutenant position to oversee the newly established Downtown Services Division.*

**b. Approve June 16, 2025, meeting minutes**

**Action Requested:** Approve June 16, 2025, meeting minutes as written.

**Suggested Motion:** *I move to approve June 16, 2025, meeting minutes as written.*

### **Approval of Items by Consent**

- **Donations**
  - Etna Library, \$1,000 from Etna Ladies Aid
  - Parks and Recreation Department
    - \$1,500 from White River Toyota for 4<sup>th</sup> of July events
    - \$2,000 from Dartmouth College for 4<sup>th</sup> of July events
  - Police Department, \$100 from Joseph and Maryam Payfardar
- **Appointments**
  - Wendy Epps, Zoning Board of Adjustment, full member
  - Matt Stover, CIPC, full member
- Pole license for new EV chargers at the Marshall Lot – 4 Maple Street

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

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

## FY 2025 Town of Hanover Selectboard Objectives & Key Results

### Year in Review

(for discussion on 07-07-25)

Objectives	Key Results	
<b>1. Advance the Hanover Sustainability Master Plan</b>		
a. Create the conditions to implement the Hanover Sustainability Master Plan	i. Hire a <b>Sustainability Coordinator</b> ii. Review <b>updated Complete Streets policy</b> , understand its impacts and adopt, if appropriate iii. Develop a <b>Shared Streets plan</b> .	✓ ✓ ✓
b. Revive efforts to develop workforce and/or affordable housing in Hanover	i. <b>Evaluate potential sites</b> : Mink Brook, Shed 2, Gile, Dresden Fields (School Board governs) & ii. <b>Develop potential paths forward</b> and document a plan iii. Work to <b>develop partnerships</b> with stakeholders iv. Plan in hand, <b>develop</b> any necessary <b>warrant articles</b> for Town Meeting May 2025	□ □ □ □ □
c. Harness overlooked assets and invest long term to promote efficiency and equity	i. <b>Fund software</b> to facilitate <b>Capital Improvement Program Committee</b> long-term financial	□
<b>2. Improve fiscal: transparency, accountability and sustainability</b>		
a. Align spending with strategic priorities, eliminate unnecessary costs and encourage fiscal efficiency	i. Implement a <b>Zero-Base Budgeting</b> approach for FY26 across all departments & town-wide	✓
b. Bring transparency, encourage discussion and decision-making around interim financial information	i. Develop and improve <b>quarterly review of Town financial statements</b> at Selectboard meetings ii. Formulate relevant <b>Key Performance Indicators</b> from financial and operating data	✓ □
c. Increase citizen and stakeholder engagement in budget process	i. Build a <b>decompressed budget calendar</b> and <b>presentation templates</b> to facilitate understanding of key issues ii. Solicit <b>feedback from engaged community members</b> during the budget process	✓ ✓
<b>3. Strengthen town governance</b>		
a. Formalize structures to create and implement Selectboard goals through better prioritization, clarity and accountability	i. Conduct a <b>Selectboard retreat</b> and follow-up processes for goal-setting and delivery ii. Model and implement <b>OKR (Objectives &amp; Key Results) process</b> at Selectboard level	✓ ✓
b. Safeguard against impropriety	i. Revise and adopt <b>Code of Ethics</b> policy ii. Institute monthly <b>Selectboard manifest review</b> -- accounts payable and payroll authorization	✓ ✓
c. Develop more rigorous Selectboard oversight and evaluation processes	i. Develop <b>Town Manager job description</b> and <b>formalize periodic Town Manager review process</b> ii. Conduct <b>"department deep dives"</b> and visits to Town facilities to begin <b>development of department Key Performance Indicators</b> iii. Allow for <b>Selectboard self-reflection and improvement</b> through explicit discussion and training	✓ ✓ ✓
<b>4. Retain, develop &amp; attract the best people</b>		
a. Build a leadership team for Hanover that enables us to achieve our goals	i. Hire an outstanding <b>full-time Town Manager</b> to lead the Town ii. Develop <b>succession plans</b> for department leadership and move to implement	✓ □
b. Support Town boards and committees through technology that makes their work easier and more accessible	i. <b>Evaluate</b> web-based management <b>software solutions such as BoardDocs</b> for consideration in the FY26 budget	✓
c. Ensure the Selectboard has the training and information they need	i. Identify appropriate <b>NHMA training</b> or other resources that will enhance our efforts	✓

**Town of Hanover Selectboard responsibilities & "To dos"\***  
**Draft FY 2026 RKO's**

**Budget & Audit**

- 1 Support on-going efforts to address audit deficiencies
- 2 Develop a long-term financial planning model w tax impacts
- 3 Develop a financial statement user group to inform stmt analysis
- 4 Propose formats for budget schedules and quarterly financial stmts
- 5 Develop processes for internal reviews, including RSA manifest review
- 6 Review board signatory documents ahead of signing and provide questions/ board rec.
- 7 Analyze capital structure alternatives to support CIPC
- 8 Assess significant financial exposures & cash deployment strategies
- 9 Evaluate performance of our independent auditors & internal controls

**Board Outreach & Communication**

- 1 Develop a SB press relations strategy
- 2 Vet Social Service agency requests in advance of budget & in accord with Policy docs
- 3 Provide a venue for internal/external appeals and advocacy
- 4 Engage with NHMA and state-level political efforts to benefit TOH
- 5 Propose non-employee recognition and support mechanisms
- 6 Explore town feedback and communication alternatives
- 7 Develop and/or refine templates for Town Annual report
- 8 Develop and/or optimize press release format and release mechanisms
- 9 Identify individuals qualified for board committees, including evaluating individuals
- 10 Recommend individuals to the Board for nomination as members of board committees

**Governance & Performance Evaluation**

- 1 Run process for Town Manager performance evaluation
- 2 Develop and maintain succession planning for TM and dept. heads.
- 3 Develop town and department metrics for Objectives and Key Results (OKR)
- 4 Propose and structure board off-site to discuss overall OKR and process
- 5 Implement safety reviews as part of department deep dives
- 6 Develop ethics and business conduct program
- 7 TM compensation recommendations and process improvement
- 8 Review and/or develop business continuity plans
- 9 Lead annual self- evaluation of the board and conduct board training

**Negotiations & Compensation**

- 1 Provide SB member oversight and feedback during negotiations process
- 2 Conduct periodic assessment of relative competitiveness of TOH comp & benefits
- 3 Review insurance programs on a periodic basis

**Policies & Procedures**

- 1 Developing/refining a calendar, together w deliverables for SB to dos
- 2 Review existing and universe of potential policies and procedures
- 3 Identify and address matters of legal and regulatory compliance
- 4 Triage policy & procedure development plan within overall plan to address
- 5 Work with IT to integrate cybersecurity and information technology concerns

\* DRAFT DISCUSSION PURPOSES : TO BE EDITED, REFINED AND VETTED BY SELECTBOARD MEMBERS AND WITH TOWN ADMINISTRATORS

KNOWN ITEMS TO ADDRESS/ CHALLENGES:

- o Integrating key hires
- o Revaluation
- o Wheelock/ Main projects
- o Zoning: Form-based from function
- o TOH comp & benefits for FY27 negotiations process
- o potential for cost shifts from NH/ Fed



# **TOWN OF HANOVER**

## **FY26 SELECTBOARD MEETING SCHEDULE**

*DRAFT*

All meetings are scheduled for 7:00 p.m. in the Board Room of the Municipal Building unless otherwise noted and/or posted.

### **July Meetings**

First:           Selectboard FY26 calendar review  
                  Set date for Selectboard retreat  
                  Set date for Selectboard training

Second:       (no meeting/summer recess)

### **August Meetings**

First           (no meeting/summer recess)

Second       Open Meeting

### **September Meetings**

First           Recommendations to approve issuance of 2025 Dog Warrant

Second       MS-434, MS-535 Updates

### **October Meetings**

First           Open Meeting

Second:       Department deep-dive  
                  Review and approve Guidelines for Municipal Appropriations to Social Service Agencies  
                  Review outline of zero-based budget process for FY27  
                  Selectboard retreat review and results update

### **November Meetings**

First:           Department deep-dive

Second:       Target Tax Rate discussion

# TOWN OF HANOVER

## FY26 SELECTBOARD MEETING SCHEDULE

*DRAFT*

All meetings are scheduled for 7:00 p.m. in the Board Room of the Municipal Building unless otherwise noted and/or posted.

### December Meetings

First Meeting: Social Services Budget Presentations

Second Meeting: Open Meeting

### January Meetings

First Meeting: Budget Presentations – Small Departments

Second Meeting: Budget Presentations – Fire Department, Howe Library, Parking, Parks & Rec  
Police Department

### February Meetings

First Meeting: Budget Presentation – Department of Public Works  
FY26-FY27 Capital Improvement Program Report

Second Meeting: Proposed FY27 Budget Review  
Trustees of the Trust Fund – Trust Fund Overview

### March Meetings

First Meeting: Presentation of the consolidated budget, including Fire, Enterprise Funds and  
Capital Reserves  
Review proposed use of Undesignated Fund balance

Second Meeting: Public Hearing – Approval of FY27 Town Budget  
Recommendation to set a public hearing for the Pre-Town Meeting – including  
approval of the warrant

### April Meetings

First Meeting: Pre-Town Public Hearing including approval of Town Warrant

Second Meeting: FY26 Budget Overview

# **TOWN OF HANOVER**

## **FY26 SELECTBOARD MEETING SCHEDULE**

*DRAFT*

All meetings are scheduled for 7:00 p.m. in the Board Room of the Municipal Building unless otherwise noted and/or posted.

### **May Meetings**

First: **TOWN MEETING**  
**HANOVER HIGH SCHOOL GYMNASIUM**  
**VOTING - 7:00 a.m. to 7:00 p.m.**  
**BUSINESS MEETING - 7:00 p.m.**

Second: Town Meeting recap  
Organizational Meeting for 2026-2027 Selectboard

### **June Meetings**

First: Public hearing - review and approve the FY27 Rates and Fees Schedule  
Statutory Board and Committees Review

Second: Organizational meeting for 2026-2027 Selectboard and Committee Assignments

# TOWN *of* HANOVER

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## Memorandum

**TO:** Selectboard  
**FROM:** Robert Houseman, Town Manager  
**DATE:** June 26, 2025

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

### NHDOT

- A 3-way stop at Etna Road, Great Hollow Road, and Greensboro Road will be striped and installed within the next two weeks.

### Assessing

- Norm spoke at a Mortgage Brokers/NH Housing Finance event on June 26.
- Sales data for the 2025 revaluation is being finalized.
- The valuation model is built; anomalies and rental housing data are being reviewed.
- Updated property values will be shared in July; residents can schedule review appointments (in-person, phone, or Zoom).
- Final values will be submitted to the State for tax rate setting.
- A full summary will be posted online on a "Revaluation Page."

### Town Clerk/Tax Collector

#### Training

- Assistant Clerk Gary Langlois and Supervisor, Marcia Kelly, attended State voter registration and new clerk training courses.
- Tracy Walsh attended a regional clerk meeting with DMV, Elections, and Vital Records reps.

### Planning, Zoning, and Codes

#### Staffing

- Ongoing interviews for Sustainability and Rental Housing Coordinators.

### Training

- Jen Murray: Vermont Planning Conference (6/6)
- Alex Taft: NH Planning Conference (6/6)
- Ryan Borkowski & Shayne Pratte: Monthly NH Building Officials training

### Certifications

- Ryan Borkowski & Shayne Pratte: Certified in wastewater system inspections

- Ryan Borkowski: Certified Crowd Manager

## **Projects**

- Reviewed minor project at Kendal at Hanover (1400 sq ft addition)
- Planning Board reviews:
  - 4 Lot subdivision at 325 Dogford Rd (withdrawn)
  - 44-unit addition to 5-15 S. Main Street project (continued to July 22)
- DPW facility tour (6/4)
- GIS modeling for downtown buildout (6/17)
- Developed the Zoning amendment work plan
- Met with Dartmouth and applicants

## **Etna Library**

- Summer Reading Program is underway; over \$650 in local gift donations for prizes.
- FY25 Donations totaled over \$48,000, including \$25,000 for a gazebo and \$7,000 for shelving; fundraisers brought in \$1,400.
- Dog Library returns June 30—features sticks, toys, and water for dogs.
- July Newsletter

## **Parks & Recreation**

- Summer Camps began on June 23; Week 1 had 137 campers. Most sessions are full, with waitlists.
- The 4th of July Parade Code of Conduct was updated.
- Summer Events kicked off with an Ice Cream Social.
- The new youth archery program begins in July.

## **Public Works**

### **Staffing**

- One Light/Heavy Equipment Operator resigned May 2. Interviews ongoing.

### **Training**

- Albert Vanesse: Monthly Wastewater Supervisor training (through Dec)
- LCS: SCADA system training (6/4)
- Wyatt Ulman: 20-hr wastewater overview for license renewal
- Dylan McDermott: Source Water Protection Conference (6/12)
- DPW Monthly Meeting: Industrial Pretreatment Program and wash bay procedures (Albert Vanesse)

## **Projects & Updates**

- Water Reclamation Facility (WRF) Blower #4 piping installed
- WRF tank inspections ongoing this summer
- Onsite upgrade design workshop held with Wright-Pierce (6/3)

- Meeting with Lebanon staff on Wastewater Intermunicipal Agreement (6/19); will be submitted to NHDES and AG for review, then Selectboard and Lebanon City Council for approval

### **Facilities**

- 75% of parking garage ramp lighting converted to LED
- All town facility heat pumps serviced and cleaned

### **Water System Upgrade Project**

- Progress updates posted on [project page](#)
- Temporary water installed for Maple, Downing, Sargent, Sargent Extension
- Maple Street water main install nearly complete; paving by end of July
- Work beginning on:
  - Downing Street water main install
  - Sargent Street main and service replacement (6/30–7/25)
  - Maple Street area base paving (by Aug 1)
  - Hovey and Buell Streets (starting July 7)

### **Intern Projects**

- Engineering interns are collecting drainage data for asset management and Lead Service Inventory grant

### **Water Meters**

- 994 of 1,900 meters replaced to date

### **Regulatory**

- No new updates on NPDES Medium General Permit

### **Other News**

- Christina Hall elected President of NH Public Works Association (2025–2027)

### **CPCNH / Community Power**

- Risk Management and Finance Committees (chaired by Pete Kulbacki) met June 23 and recommended new rates.
- CPCNH Board approved new utility-specific rates effective August–January:
  - Liberty: 14.0¢
  - Eversource: 14.1¢
  - NH Electric Coop: 13.9¢
- Rate differences reflect utility-specific Cost of Service (COS) structures.
- Hanover Community Power continues to offer:
  - Granite Plus
  - Granite Basic

- Clean 50
  - Clean 100
- [Review Hanover savings and participation data](#) under Community Reports.

## **Fire Department Staffing**

- One firefighter has resigned effective July 12 to join the New London Fire Department, where he resides. He may be seeking leadership opportunities, as the Fire Chief plans to retire within the next two years.

## **Training**

- Firefighter Helder Ferreira completed an advanced swift water rescue course in South Bend, Indiana, training with technicians from across the U.S.
- The department hosted an Obstetric Advanced Life Support “train-the-trainer” session, conducted by Dartmouth Health and the NH Office of EMS. Captain Jeremy LaBombard and Firefighter Leif Jopek are now certified instructors for the program.

## **Facilities**

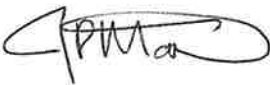
- The Fire Department “watch” area was remodeled by the Hanover Building Maintenance team, resulting in a more modern and efficient workspace.



# HANOVER POLICE DEPARTMENT

46 LYME ROAD, HANOVER, NH 03755  
(603) 643-2222

## MEMORANDUM

**To:** Rob Houseman, Town Manager  
**From:** Jim Martin, Chief of Police   
**Date:** April 14<sup>th</sup>, 2025  
**Subject:** Proposal for Hanover Police Department Reorganization

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I respectfully request to conduct a reorganization that will formalize three divisions of the Hanover Police Department. This change will create clear, distinctive job assignments to improve the efficiency of services and create opportunities for career development at every rank in the department. This proposal will necessitate the addition of one POLICE LIEUTENANT and one POLICE CORPORAL and the deletion of one POLICE SERGEANT in Parking and ONE POLICE OFFICER. The staffing outlined below is based on 21 full-time sworn positions filled. The cost will be minimal as a Lieutenant will not be eligible for overtime, and a Corporal would only be a 5% increase in base pay. This change will **NOT** add any Full Time Equivalent (FTE) positions to our current positions of 21 Sworn Officers.

The three divisions will be as follows:

**Operations Division** currently supervised by a Lieutenant. This division encompasses our Patrol members, which include 3 Sergeants, 3 Corporals, and 6 Officers. The Division will also manage community relation matters.

**Special Services Division** supervised by a Lieutenant. This division will cover the Criminal Investigation Unit, Records and Evidence Unit, Special Events, Bike Unit, and Quartermaster. This Division will supervise 1 Detective Corporal, 1 civilian, 1 rotation corporal

**(ADD) The Downtown Services Division** supervised by a Lieutenant. This division will cover the Parking Enforcement Unit, Downtown Response Unit, and permitting review. The Division will be made up of members of Parking Enforcement, one corporal and one officer. The Downtown Response Unit will be responsible for calls for service in the downtown area and will focus on enhancing communication and coordination with local merchants, property managers, and business stakeholders as a liaison in the downtown area. They will be expected to work a varied schedule to also conduct enforcement during the nighttime hours as well.



## **Justification for Promotion and Fiscal Impact Analysis: Police Sergeant to Police Lieutenant**

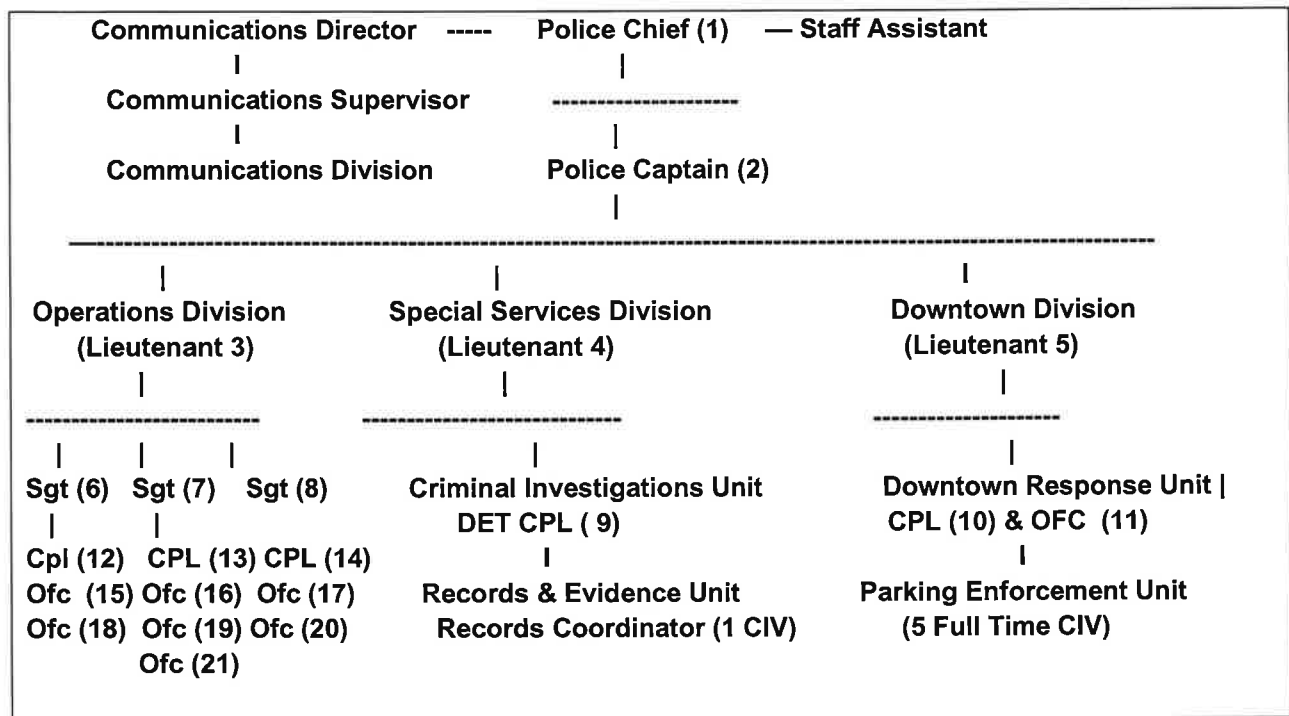
The proposed promotion of a current Police Sergeant to the position of Police Lieutenant at the Hanover Police Departments Parking Division includes a reclassification from an hourly-based pay structure to a salaried position. This reorganization is fiscally responsible and strategically aligned with the department's ongoing efforts to enhance leadership, streamline operations, and manage resources effectively.

Based on a comprehensive review of the current Sergeants' earnings for the calendar year 2024, including base pay, overtime, and applicable incentives, the projected fiscal impact demonstrates a net annual cost savings of approximately \$8,445.52. The promoted employee will receive a 5% increase in base salary over their current Sergeant pay rate but will no longer be eligible for overtime compensation. The 5% increase for the Corporal position would be fully covered from our current operating budget.

The transition to a salaried Lieutenant position will stabilize personnel costs, reduce overtime expenditure, and provide consistent leadership coverage without incurring additional operational expenses. This fiscally prudent move ensures continuity in supervision and command capacity while aligning compensation with the expanded responsibilities of the Lieutenant role and increased attention to the Parking Division's management and services to the downtown Business Community.

This change supports the department's long-term organizational objectives, enhances efficiency, and is a cost-effective use of municipal funds.

**Enclosure (1)** Proposed Organizational Chart based on these changes, dated 4/14/2025.



(# above by rank accounts for sworn positions)

- 1 - Chief
- 1 - Captain
- 3 - Lieutenants
- 3 - Sergeants
- 5 - Corporals
- 8 - Officers

**CAPTAIN:** Accreditation, Training, Personnel Services, Internal Affairs, 3 Divisions

**OPERATIONS DIVISION:** Patrol, Axon, Community Relations, FTO management, Fleet purchases

**SPECIAL SERVICES DIVISION:** \*Criminal Investigations Unit (CIU): Quartermaster, Building Maintenance, Records & Evidence Unit\*, Special Events, Permits, Bike Unit

**DOWNTOWN SERVICES DIVISION\*\*:** Parking Enforcement Unit\*, *Downtown Response Unit(DRU)\*\** (Will work varied schedules responsible for business relations, traffic enforcement, responding to calls for service in the downtown area, manage Selectboard security and paperwork delivery)

*\*New designation*

*\*\* New Unit/Division*

**SELECTBOARD MEETING**  
**June 16, 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: Rob Houseman, Town Manager, Jennie Chamberlain, Selectboard Member, Jarett Berke, Secretary

Absent: Athos Rassias, Selectboard Member, Joanna Whitcomb, Vice Chair

**1. Opening of Meeting**

**a. Call to Order**

C. Callaghan called the meeting to order.

**2. Agenda Review**

None

**3. Public Comment**

**a. Public may address the Board**

Mary Hakken-Phillips, 79 Lebanon Street, State Representative spoke about a letter she sent to the Board last week regarding the Fourth of July Parade Political speech waiver request. She is seeking a waiver for the time/place restrictions in the Fourth of July Parade rules and regulations. She added some concerns that were not included in her letter:

- If the restrictions are loosened it doesn't mean they can't be tightened back up again if needed
- The restriction was not applied equally to all participant groups
- Relates to rules of no political campaigning on the Dartmouth Green, however Hanover committees can carry campaign signs and are directed to the Green by officials to exit the parade
- There are no provisions in the regulations preventing people from holding their own signs on the side of the road which is an incentive to not participate in the parade

Most importantly, the Fourth of July is a celebration of historical politics. To separate politics out of it isn't logical.

Political speech can be uncomfortable, but Hanover residents can handle it and, in fact, value it. She also expressed concerns about safety for State Representatives based on recent events, spoke of the sacrifices representatives make, and how important it is to stand up for important rights, such as free speech.

She requests the Selectboard waive the political speech restrictions for this year's parade.

C. Callaghan made comments addressing the Green and that there should be a solution there, freedom of speech, examples from other parades in the State, and current relationship between military and politics.

J. Chamberlain asked for clarification about what the time, place, and manner restrictions are. Ms. Hakken-Phillips noted it is posted on the Parks and Recreation website, but she doesn't know the origin of the development of the document relating to the parade.

J. Chamberlain is concerned that the restrictions aren't clear. If there was a list of criteria to participate in the parade that is understandable, but if it directs content related to politics, that is very subjective.

Mary Hakken-Phillips expressed concern that the current rules present a risk to the town with respect to how free speech is being regulated.

Selectboard

June 16, 2025

Deb Nelson, Hanover, Democrat committee has participated in the parade for 20+ years. Signs used to be allowed. The rules were put in place due to one person (her and her committee). She understands the concerns, but it's the Fourth of July parade. There are no elections, so they can't have campaign signs. She wants to be able to carry signs about our democracy on the Fourth of July honoring Independence Day. She gave examples of proposed signs with quotes from historic documents.

Selectboard addressed public comment: Time is an issue. There are no additional scheduled Selectboard meetings before the parade. Action would have to take place tonight or at a special meeting.

J. Berke suggested the Board discuss it. The points raised warrant at least that and potentially a decision.

David Vincelette, 93 Lebanon Street had asked to be on the agenda and was informed by R. Houseman there are many steps required. He noted his dissatisfaction with the Board's lack of consistency by allowing other speakers tonight to speak during public comment for 20+ minutes and have discussions with the Board when he has not been given that same privilege and, in fact, has been arrested. He spoke on topics he has mentioned before about activities on his property, pollution, violations of his rights, and accusations against Hanover staff. He cited the Pledge of Allegiance.

Public comment concluded and the Board continued discussions about the topic above.

C. Callaghan is sympathetic but is concerned about the possible effects if the policy is changed.

Dena Romero noted the Fourth of July is a political event. It is celebrating the freedom of this country- the declaration that this country is not going to be governed by a king, but by a democracy. Are you not allowing signs with quotes from the Declaration of Independence? If so, we are in big trouble.

J. Berke heard the comments, has empathy for them, and gave examples of what people wouldn't want to see or would be offended by if they joined the parade: 2<sup>nd</sup> amendment rights supporters carrying weapons, pro-life supporters with blood-spattered clothing, Free Palestine activists.

The question is whether the parade is a celebration of independence or an opportunity to exercise free speech. He doesn't like the rules/ code of conduct we have. It's arbitrary to say you can campaign for someone running for office but cannot campaign for a cause. It's not in line with our values.

Public comment speakers noted they have never been approached by anyone from the college about being on the Green and taking their photo annually. It's only in the past couple of years that someone from the Parks and Recreation Department has approached them.

J. Chamberlain expressed concerns for the way the restrictions are written. It is very broad and can be interpreted to mean anything that is not the status quo. The policy needs to be clearer about what is accepted at the parade.

J. Berke mentioned some comments from counsel who reviewed the policy language and made the restrictions specifically for this parade vs others. He doesn't think we should be in the business of limiting free speech.

C. Callaghan noted that only three of five board members are present tonight, but realizes there is not much time before the parade. He doesn't believe quotes from the Declaration of Independence constitute a political nature.

Clearly the policy needs to be reviewed, which is not likely to occur before the Fourth of July.

R. Houseman said he will have the Parks and Recreation Director watch the conversation, and he can meet with that staff to try and find out whether there was a formal Selectboard approval of the policy.

Kari Asmus noted it seems this would have to be an ordinance, not just an administrative policy and an ordinance would require two public hearings before adoption.

#### **4. Public Hearing**

##### **a. Review and approval of FY26 Rates and Fees Schedule**

R. Houseman noted the rates and fees were presented at the last meeting and staff were asked to look into some changes. Parking and Planning Departments are looking into more detail to present at a future meeting, but there hasn't been enough time to prepare and publicly notice changes for a hearing. The rates and fees presented last time are before the Board for approval tonight after a public hearing.

He anticipates bringing at least two changes back to the Board in the fall in September.

Dena Romano spoke about parking for handicapped spots and fines associated. She compared Hanover's fines to other NH cities. She won't argue with the initial \$500 ticket, but the late fee of \$1000 is too steep. She also inquired about the fee for background checks going from \$25 to \$30 and gave explanations.

R. Houseman and the Board discussed the items to bring back in the fall:

- Parking rates and fees (for garage, street and lot parking rates)
- Parklet rates and fees
- Handicap parking surcharge after initial ticket
- Inconsistency with Rates and Fees schedule verses what's posted at the garage for hours/ free Saturdays

J. Berke encouraged the Parking Department to bring forward their data, ideas and solutions. They have expertise that we should be using and listening to.

E. Bullion commented on the discrepancy regarding the Saturday garage fees. She inquired and the Board agreed to that descriptive edit to the Rates and Fees document so it matches the garage signage.

**At 8:13 pm J. Berke MOVED to approve the FY26 Rates and Fees Schedule as amended. J. Chamberlain SECONDED. All in favor**

#### **5. Announcements/recognition**

R. Houseman recognized employees with 5-year anniversaries.

#### **6. Business Requiring Discussion**

##### **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 were provided for Board reference. Based on this information, the Town of Hanover will not be proposing any changes to the DMAP for 2025. He suggested the Conservation Commission has a budget and stewardship funds and can hopefully cover the analysis needed in order to put forth an application for next year. This year's application is due July 1<sup>st</sup> and there is no leeway for filing late.

Additionally, he suggested that community acts like this should be directed to his office so that his staff can navigate all the issues and present it to the Selectboard with all the information required.

## Selectboard

June 16, 2025

Kari Asmus, Etna addressed the funding mechanism for updating these maps. Staff are stretched too thin, and a consultant should handle the work. She is unsure about funding it through Conservation Commission and stewardship funds, perhaps it should come from the general fund which is much more robust. The budget is finalized, and the Conservation Commission budget does not include funding for this project- it should have been discussed during the budget hearings. The stewardship funds are already less than what's needed- there's no room to give funds to this project. She made suggestions of other funding lines to pull from for this project that she is in favor of.

She also asked whether the deer team could count on the town to enroll town owned land in the program.

J. Berke noted he is in support of moving the program forward but understands the time constraints and lack of resources to get it done immediately.

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

C. Callaghan noted everyone re-upped for what they were already doing. He handed out a sheet with his list.

c. Hybrid Meeting overview

Considering the nature of Selectboard meetings, R. Houseman recommends 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. He 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:

- o The Town Manager, although this may distract from focusing on specific agenda items.

- o A Selectboard member for smaller meetings.

- The Chair: Facilitates the meeting, recognizes speakers, and enforces engagement rules. Given the complexities involved in Selectboard meetings, he advises providing a stipend for designated Zoom Hosts or creating a part-time AV/IT support position to meet the demands of hybrid operations.

Finally, he urges the Selectboard to consider whether to implement the hybrid meeting format and review the draft policy provided.

The Board supported starting to try it out at the next meeting. There will be a trial time to test if it works well. Adopting the policies will be more involved.

J. Chamberlain noted the Planning Board uses this and it works well.

J. Berke volunteered to assist running the zoom meetings as Secretary.

## 7. Town Manager Monthly Report

None

## 8. Business Requiring Action

a. Approval of FY26 Rates and Fees Schedule

See above

b. Review and Approval of Grants Management Policy

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

E. Bullion provided information along with the policy.

Selectboard

June 16, 2025

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 policy provided` 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.

**At 8:51pm J. Berke MOVED to approve the Grants Management Policy. J. Chamberlain SECONDED. All in favor**

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

The 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.

**At 8:52 pm J. Berke MOVED to approve the Designation of Authorities for Clean Water SRF Loan. Chamberlain SECONDED. All in favor**

d. Approval of June 2, 2025, Selectboard Minutes

**At 8:53pm J. Chamberlain MOVED to Approve the minutes of June 2 as submitted. J. Berke SECONDED. All in favor**

e. Approval of item i to iii Consent

i. Donation - 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. Donation - Application for Raffle Permit

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

**At 8:54 pm J. Berke MOVED to Approve the consent agenda. J. Chamberlain SECONDED. All in favor**

J. Chamberlain wondered if the Board should grant a waiver for the Fourth of July Parade that allows signage with quotes from the Declaration of Independence as requested.

R. Housman summarized that the Board agrees the current policy doesn't meet the goal. It's a department adopted policy and that's an issue for the Town Manager to address with the department. The board has given clear guidance this evening.

## 9. Selectboard Reports

- J. Berke
  - Commented that graduation was very strong downtown
  - Representative Goodlander will be in Town this week touring and meeting downtown business owners

Selectboard

June 16, 2025

- C. Callaghan
  - Nothing to report
- J. Chamberlain
  - Bike Walk – Shared Streets Vision survey posted on Town website
  - Conservation Commission – worked on budgeting and planning
  - Sustainable Hanover – meeting Wednesday 8:30 AM

#### **10. Adjournment**

The board did not need to attend a non-public session.

**J. Berke MOVED to adjourn at 9:00pm. J. Chamberlain SECONDED. All in favor.**

The meeting adjourned at 9:00PM.

Respectfully Submitted,

Jarett Berke, Secretary

#### **SUMMARY**

##### **Item 4a**

**At 8:13 pm J. Berke MOVED to approve the FY26 Rates and Fees Schedule. J. Chamberlain SECONDED. All in favor**

##### **Item 8b**

**At 8:51pm J. Berke MOVED to approve the Grants Management Policy. J. Chamberlain SECONDED. All in favor**

##### **Item 8c**

**At 8:52 pm J. Berke MOVED to approve the Designation of Authorities for Clean Water SRF Loan. Chamberlain SECONDED. All in favor**

##### **Item 8d**

**At 8:53pm J. Chamberlain MOVED to Approve the minutes of June 2 as submitted. J. Berke SECONDED. All in favor**

##### **Item 8e**

**At 8:54 pm J. Berke MOVED to Approve the consent agenda. J. Chamberlain SECONDED. All in favor**

##### **Item 10**

**J. Berke MOVED to adjourn at 9:00pm. J. Chamberlain SECONDED. All in favor.**



## Town Hanover, New Hampshire

### Petition

- ☒ License to Erect/Relocate Pole and Related Facilities  
Notification of Abandonment of Pole Location
- Assent to Seek Attachment from Pole Owner  
Notification of Abandonment of Attachment

To the Governing Body of Hanover, New Hampshire.

Pursuant to RSA 231:161, the undersigned request[s] approval of a license to enter upon the public right of way:

#### A. Structure/facility Description:

1) To construct, install, repair, maintain or remove one pole, being numbered **3-50**, or set of poles, being numbered through. This authority includes associated wires, cables, and sustaining, strengthening and protecting fixtures.

- ☒ Initial Construction  
Relocation of a licensed pole by five (5) or more feet in any direction  
Abandonment of pole location

2) To construct, install, repair, maintain or remove an attachment to one pole numbered, or set of poles, being numbered through and owned by. This authority to use the public right-of-way ***does not grant rights or permission to physically place an attachment*** upon any licensed pole prior to execution of a written pole attachment agreement with the owner(s) of the pole(s).

- Initial Construction  
Abandonment of attachment location

#### B. Location of Pole(s): (Initial and Final location method)

The property is to be placed or removed from the public right of way of the municipal highway described or named as **Maple Street**,

more precisely located initially and as-built located by one or more of the following methods:

**Initial Location**

- 1) \_\_\_\_\_ GPS coordinates and location, referenced to the \_\_\_\_\_ Plane Coordinate system; or
- 2)   **X**   Attached location plan or land survey; or
- 3) \_\_\_\_\_ Plan as approved by the planning board of \_\_\_\_\_,  
\_\_\_\_\_ Recorded in the \_\_\_\_\_ Registry of Deeds as Plan  
# \_\_\_\_\_; or  
\_\_\_\_\_ Unrecorded plan retained in the planning board records.
- 4) Installation/attachment to begin at a licensed pole numbered \_\_\_\_\_, and  
terminate at \_\_\_\_\_; or
- 5) Other method: \_\_\_\_\_.

**Final as-built, survey grade location accurate within 0.1feet,**

- 1)   **X**   GPS coordinates and location, referenced to the New Hampshire State Plane Coordinate system; or
- 2) \_\_\_\_\_ Attached location plan or land survey with final as-built location  
Surveyed by a registered Surveyor, CAD file provide to the Town.

Petitioner **Liberty Utilities**

By: \_\_\_\_\_

Petitioner

By: \_\_\_\_\_

## LICENSE

Upon the petition of \_\_\_\_\_, the governing body finds that the public good justifies the grant of the following license to enter upon the public right of way:

1) To construct, install, repair, maintain or remove one pole, being numbered \_\_\_\_\_, or set of \_\_\_\_\_ poles, being numbered \_\_\_\_\_ through \_\_\_\_\_. This authority includes associated wires, cables, and sustaining, strengthening and protecting fixtures.

\_\_\_\_\_ Initial Construction

\_\_\_\_\_ Relocation of a licensed pole by five (5) or more feet in any direction

\_\_\_\_\_ Abandonment of pole location

2) To construct, install, repair, maintain or remove an attachment to one pole numbered \_\_\_\_\_, or set of \_\_\_\_\_ poles, being numbered \_\_\_\_\_ through \_\_\_\_\_, and being owned by \_\_\_\_\_. This authority to use the public right-of-way ***does not grant rights or permission to physically place an attachment*** upon any licensed pole prior to execution of a written pole attachment agreement with the owner(s) of the pole(s).

\_\_\_\_\_ Initial Construction

\_\_\_\_\_ Abandonment of attachment location

in accordance with the attached plans and location information, but subject to the following conditions:

### Standard Conditions of Approval:

1. Each pole, its associated equipment, and any attachment to the pole shall:

A. Be installed in accordance with the provided plans at the specified location,

B. In all seasons and under all conditions, any equipment shall maintain a height of at least 17 feet above the public right of way,

C. Be installed no closer than 10 feet to the edge of the traveled way of such highway location;

D. Be placed and thereafter maintained in accordance with the National Electrical Safety Code and all other applicable codes and regulations imposed as a matter of industry practice, a written pole attachment agreement, or by order or regulation of the New Hampshire Public Utilities Commission (“NH PUC”).

2. As required by RSA 72:23, I (b), the licensed entity and any other entity now or hereafter using or occupying the public right of way under this license shall:

A. Be responsible for the payment of all current and potential properly assessed personal and real property taxes upon the location as well as real and personal property taxes on any structures or improvements added by the licensed entity or any other entity now or hereafter using or occupying the public right of way under this license.

B. Report the following events to the municipality on or before March 1 of each calendar year in order to permit a proper assessment of the property:

1. Abandonment and/or complete removal of a pole and its associated equipment from a licensed location; or
2. Abandonment and/or complete removal of an attachment to a licensed pole.

Failure to pay the duly assessed personal and real estate taxes when due shall be cause to terminate this pole license in accordance with RSA 72:23, I(c).

3. The licensed entity shall notify the municipality within thirty (30) days of any attachments by an entity other than the licensed entity to the poles licensed hereunder, providing the entity's name, address and contact person.

Special conditions of approval:

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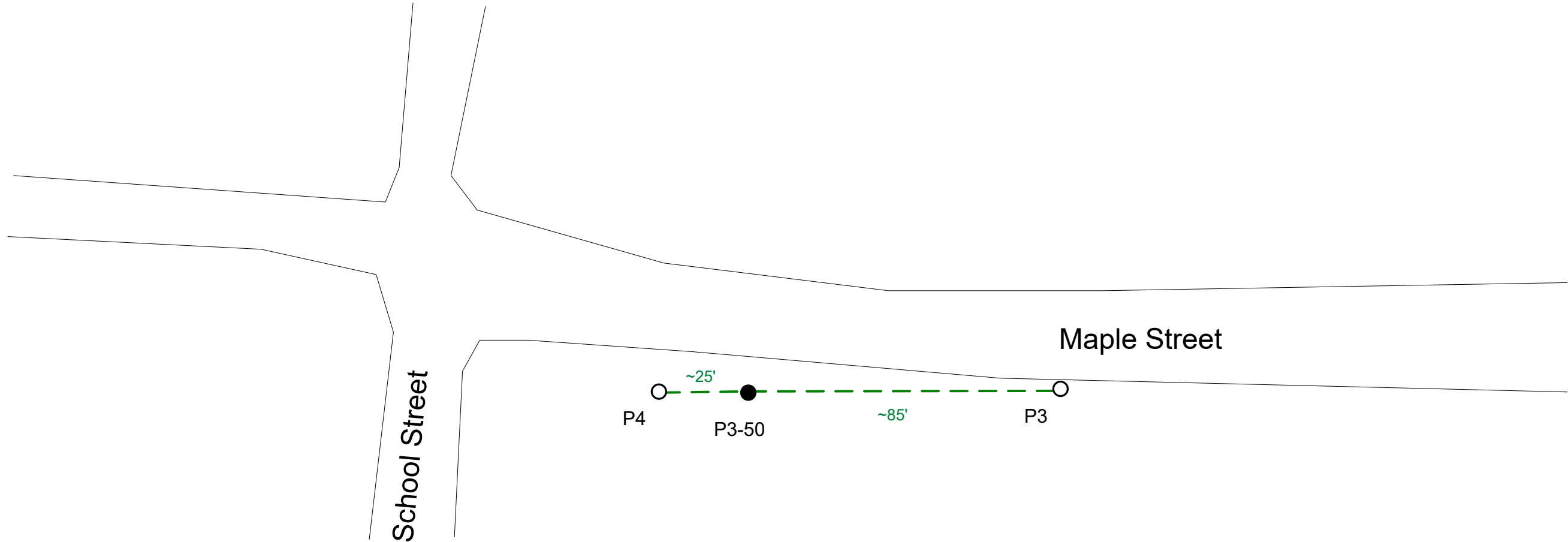
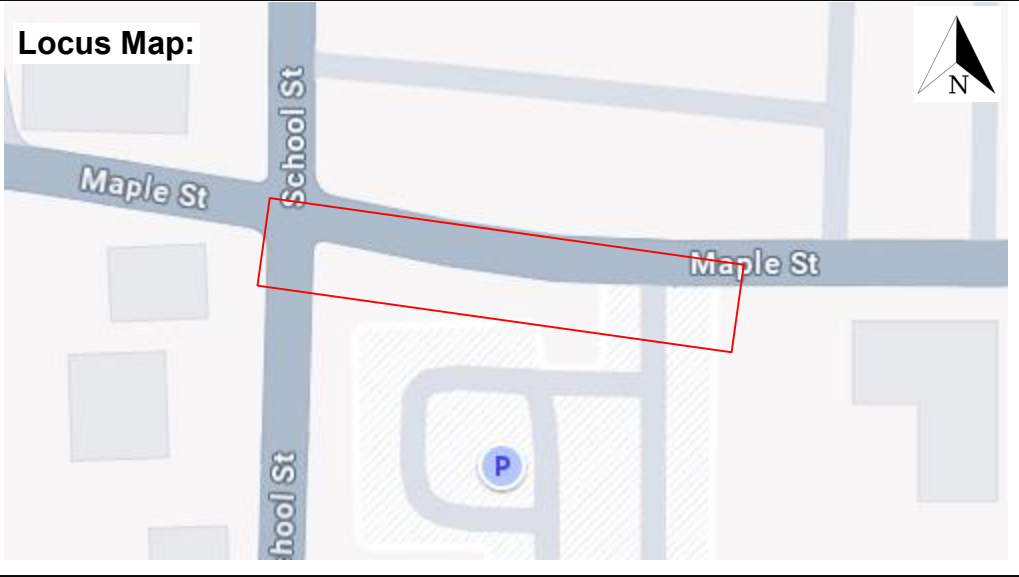
[City/Town]





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

By: \_\_\_\_\_  
By: \_\_\_\_\_

Received and entered in the records of the [City/Town], New Hampshire at  
Book \_\_\_\_\_ Page: \_\_\_\_\_, or file location  
\_\_\_\_\_.

Date: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
[City/Town] Clerk



LEGEND	
	Proposed Utility Pole
	Existing Utility Pole
	Guyed Anchor
	Edge of Paved Road



Designer: Keegan Lynch  
ControlPoint Technologies, Inc.  
200 Ledgewood Place Suite 300, Rockland, MA 02370  
781-384-2336  
[klynch@cpteng.com](mailto:klynch@cpteng.com)



Maple Street  
WR #590000061655  
Pole License Sketch

N. T. S.	DRAWN BY KPL	APPROVED DMH	DATE 06/25/2025
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