

# HANOVER

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## NEW HAMPSHIRE

### **Selectboard Meeting - Aug 18 2025 Agenda**

Monday, August 18, 2025, at 7:00 PM

Board Room, Municipal Building 41 South Main Street, Hanover, NH

**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. Agenda Review – 3 Minutes**

- a. Agenda Review
- b. Selectboard Meeting Memorandum

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

- a. Public may address the Board

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

- a. None

#### **5. Business Requiring Discussion – 60 Minutes**

- a. CIP Process Overview - Presented by John Dolan, Chair of the CIPC

- b. Hanover Finalized 2025 Property Revaluation - Briefing  
Presented by Norm Bernaiche, Director of Assessing  
Details and reports are available at
- c. Guidance on SB 62 & HB 511 - Cooperation with Federal Immigration Prohibiting Sanctuary Cities Policies
- d. Request from NH Bike-Walk Alliance for Town support of proposed legislation.

## **6. Town Manager Monthly Report - 0 Minutes**

- a. None

## **7. Business Requiring Action – 60 Minutes**

- a. Approval and signature by the Selectboard, following RSA 41:36-a, the recommittal tax warrants for outstanding taxes and tax liens as detailed in the Final MS-61 Tax Collector's Report for the period December 9, 2024, through April 29, 2025, in the total amount of \$168,566.64, and authorize the new Tax Collector to proceed with collection.
  - RSA 41:36-a - Provides for recommittal of unpaid taxes to the Tax Collector for continued collection.
- b. Approval of consultant contract for Selectboard training
- c. Approval of abatements recommended by the Advisory Board of Assessors
- d. Approval of July 7, 2025, Selectboard Minutes

## **8. Approval of items by Consent**

### **Appointments**

- Tax Collector - Associate Town Clerk

- Hanover Cemetery Board Trustee

**Donations**

- Etna Library, Parks & Recreation

**Banner Request**

- The Family Place

**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 – 1 Minute**

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:** August 14, 2025  
**SUBJECT:** Information for the Selectboard for August 18, 2025

### Announcements/Recognition

- a. None

### Business Requiring Discussion

#### a. CIP Process Overview – Presented by John Dolan, Chair of the CIPC

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

#### b. Hanover Finalizes 2025 Property Revaluation - Briefing-Presented by Norm Bernaiche, Director of Assessing

Hanover completed its 2025 property revaluation, showing an average 44% increase in assessed values since 2021. Details and reports are available at <https://www.hanovernh.org/955/2025-Town-wide-Revaluation>

#### c. Guidance on SB 62 & HB 511 – Cooperation with Federal Immigration Prohibiting Sanctuary Cities Policies

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

#### d. Request from NH Bike Walk Alliance for Town support of the proposed legislation.

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

### Business Requiring Action

#### a. Action Requested: Approval and signature by the Selectboard, following RSA 41:36-a, the recommittal tax warrants for outstanding taxes and liens as detailed in the Final MS-61 Tax Collector's Report for the period December 9, 2024, through April 29, 2025, in the amount of \$168,566.64 and authorize the new Tax Collector to proceed with collection.

Attached for your review is the Final MS-61 Tax Collector's Report for the period December 9, 2024, through April 29, 2025, prepared by Plodzik & Sanderson, P.A.

This report was prepared following the departure of Tax Collector Emmy Swan to reconcile tax collection records through her final day in office. The process confirmed the records matched the Town Treasurer's deposits and identified outstanding amounts to be recommitted for collection.

The reconciliation found all records to be in agreement and prepared recommittal warrants totaling \$168,566.64.

**Suggested Motion:** *I move that the Selectboard, following RSA 41:36-a, approve and sign the recommittal tax warrants for outstanding taxes and tax liens as detailed in the Final MS-61 Tax Collector's Report for the period December 9, 2024 through April 29, 2025, in the total amount of \$168,566.64, and authorize the new Tax Collector to proceed with collection.*

- RSA 41:36-a – Provides for recommittal of unpaid taxes to the Tax Collector for continued collection.

**b. Approval of Consultant Contract for Selectboard Training**

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

**Action Requested:** **Approval** of consultant contract as written.

**Suggested Motion:** *I move to approve the consultant contract as written.*

**c. Approval of abatements recommended by the Advisory Board of Assessors**

Please details on abatements below:

- **Hammond Properties, LLC, 23 Greensboro Road, Parcel ID: 25-29-1**

Assessment: \$377,500

Recommendation: Reduce assessment due to major structural issues.

Tax Year 2024 Assessment: \$377,500

Revised Assessment: \$266,900

**ABATE** \$110,600

- **John & Patricia Dodds, 147 Etna Road, Parcel ID: 31-11-1**

Assessment: \$743,100

Recommendation: Reduce assessment after correcting sketch – remove basement.

Tax Year 2024 Assessment: \$743,100

Revised Assessment: \$696,700

**ABATE** \$ 46,400

- **Allyson Hutton & Edward Baker, 91 Three Mile Road, Parcel ID: 10-19-2**

Assessment: \$966,100

Recommendation: Reduce assessment after property inspection.

Tax Year 2024 Assessment:	\$966,100
Revised Assessment:	<u>\$864,500</u>
<b>ABATE</b>	<b>\$101,600</b>

**Action Requested:** Approval of abatements recommended by the Advisory Board of Assessor.

**Suggested Motion:** I move to approve the abatements recommended by the Advisory Board of Assessors.

**d. Approval of July 7, 2025, Selectboard Meeting Minutes**

**Action Requested:** Approval of July 7, 2025, Selectboard meeting minutes as written.

**Suggested Motion:** I move to approve July 7, 2025, Selectboard meeting minutes as written.

**e. Approval of Items by Consent**

- **Appointments**

- Kerri Thebodo, Tax Collector, Associate Town Clerk
- Kevin Knuuti, Cemetery Trustee, full member - to serve the remainder of Harold Frost's term

- **Donations**

- Etna Library
  - \$200 from Eric and Susan Shirley
- Parks and Recreation – 4<sup>th</sup> of July Celebration
  - \$4,500 from The Byrne Foundation
- Parks and Recreation – Adult Athletic Programs
  - \$250 from Hanover Brick and Brew
  - \$250 from Roger Clarkson Realty

- **Banner Request**

- The Family Place will be hosting a community open house celebrating their 40<sup>th</sup> anniversary as an agency which provides programs and services for families with young children throughout the Upper Valley.

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

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

## FY27 Capital Improvement Project Proposal Review Schedule, May-Dec 2025

Month	Milestones	CIPC Meetings
<b>May</b>	RFP for WWC and SMC Planning Services issued on 5/19/25	5/9/25
<b>June</b>	RFP responses due on 6/20/25 <i>(Two proposals received)</i>	N/A
<b>July</b> <i>(CIP Project Proposal Instructions)</i>	<ul style="list-style-type: none"> <li>Planning Services consultant contract awarded by early August</li> <li>CIP project proposal instructions issued to departments by end of July</li> </ul>	7/18/25 scheduled
<b>August</b> <i>(FY27 CIP Project Proposals)</i>	<ul style="list-style-type: none"> <li>Department proposals for the following FY27 CIP projects due for Town Manager's internal review by [8/15/25]: <ul style="list-style-type: none"> <li>Howe Library Building Envelope Upgrade + Window Replacement</li> <li>Reservoir Road MUP</li> </ul> </li> <li>Department proposals for above FY27 CIP projects made available to CIPC by [8/21/25]</li> </ul>	8/22/25 proposed  8/29/25 alternative
<b>September</b> <i>(FY28 CIP Project Proposals)</i>	<ul style="list-style-type: none"> <li>Department proposals for the following FY28 CIP projects due for Town Manager's internal review by [9/12/25]: <ul style="list-style-type: none"> <li>Pump Station #4 (replacement of existing pumping station)</li> <li>Downtown Hanover to Sachem Village MUP</li> <li>Sewer Capacity Study Phase 2</li> <li>Storm Drainage Study Phase 2</li> <li>Solar Array WTF Phase 1 + Solar Array Public Safety &amp; DPW</li> </ul> </li> <li>Department proposals for above FY28 CIP projects made available to CIPC by [9/18/25]</li> </ul>	9/19/25 proposed
<b>October</b> <i>(FY29 CIP Project Proposals + WWC and SMC Plans)</i>	<ul style="list-style-type: none"> <li>Department proposals for the following FY29 CIP project due for Town Manager's internal review by [10/9/25]: <ul style="list-style-type: none"> <li>Water Distribution Project 2</li> </ul> </li> <li>Department proposals for the above FY29 CIP project made available to CIPC by [10/15/25]</li> <li>Phased Preliminary Design Plans and Cost Estimates for West Wheelock and South Main Infrastructure Improvements due for Town Manager's internal review by [10/17/25]</li> <li>Phased Preliminary Design Plans and Cost Estimates for West Wheelock and South Main Infrastructure Improvements made available to CIPC by [10/23/25]</li> </ul>	10/24/25 proposed
<b>November</b> <i>(Recommended CIP Project List)</i>	<ul style="list-style-type: none"> <li>Any outstanding supporting information for FY27-FY29 CIP project proposals requested by CIPC due by 11/7/25</li> <li>Final list of recommended CIP projects for FY27-FY29 set by CIPC on [11/21/25]</li> </ul>	11/21/25 proposed
<b>December</b> <i>(Draft Report)</i>	First draft of FY27-FY32 Capital Improvement Program reviewed by CIPC on 12/12/25	12/12/25 proposed

NOTE: *Timing of proposals for projects identified by the Hanover Town Facilities Analysis has not yet been determined.*

**Hanover Capital Improvement Program**  
**Qualifying Projects Only\* Scheduled for FY27-FY29**  
**(consolidated)**

Proposed Fiscal Year	Capital Project/Asset	Department/Sponsor	Prospective Funding Source (Bond, CRF, TBD)	Expected Life	Cost	
					\$	% of FY
FY27	Howe Library Building Envelope Upgrade + Howe Library Window Replacement (multi-year project)	Buildings	Building	25 - 40	\$833,000	3.0%
FY27	West Wheelock Corridor Infrastructure Improvements + South Main Street Reconstruction (multi-year project)	Public Works	To Be Determined	20 - 50	\$26,860,000	96.6%
FY27	Reservoir Road MUP	Public Works	Municipal Transportation	25	\$114,200	0.4%
					<b>FY27 SUBTOTAL</b>	<b>\$27,807,200</b>
					<b>100.0%</b>	

FY28	Pump Station #4 (replacement of existing pumping station)	Water Reclamation	Bond WW	50	\$750,000	27.6%
FY28	Downtown Hanover to Sachem Village MUP	Public Works	To Be Determined	20	\$450,000	16.6%
FY28	Sewer Capacity Study Phase 2	Public Works	To Be Determined	20	\$213,000	7.8%
FY28	Storm Drainage Study Phase 2	Public Works	To Be Determined	20	\$200,000	7.4%
FY28	Solar Array WTF Phase 1 + Solar Array Public Safety & DPW (multi-year project; power purchase agreement)	Water	Water	40	\$1,101,273	40.6%
					<b>FY28 SUBTOTAL</b>	<b>\$2,714,273</b>
					<b>100.0%</b>	

FY29	Water Distribution Project 2 (\$455k)	Water	Bond W	67	\$8,000,000	100.0%
					<b>FY29 SUBTOTAL</b>	<b>\$8,000,000</b>
					<b>100.0%</b>	

FY27-FY29 Capital Improvement Program Qualifying Projects Summary:						
<b>FY27 #</b>	<b>3</b>				<b>Subtotal</b>	<b>\$27,807,200</b>
<b>FY28 #</b>	<b>5</b>				<b>Subtotal</b>	<b>\$2,714,273</b>
<b>FY29 #</b>	<b>1</b>				<b>Subtotal</b>	<b>\$8,000,000</b>
<b>Total #</b>	<b>9</b>				<b>FY27-FY29 TOTAL</b>	<b>\$38,521,473</b>
						<b>100.0%</b>

**NOTE:** The list of qualifying projects does not include projects that may be recommended as a result of the Hanover Town Facilities Analysis (expected to be completed by [TBD]).

# Guidance on SB 62 & HB 511

## *Cooperation with Federal Immigration*

## *Prohibiting Sanctuary Cities Policies*



### Chapter 38 – SB 62

Section 1 of SB 62 goes into effect on July 21, 2025. This new law, RSA chapter 106-P, will prohibit municipalities from barring local police departments from applying for entry or entering into an agreement with the U.S. Immigration and Customs Enforcement (ICE) to participate in a federal 278 (g) program pursuant to 8. U.S.C. §1357 (g).

These agreements are a voluntary, formal agreement between a local law enforcement agency and federal immigration authorities (ICE) granting authority to perform certain immigration enforcement actions. An example of a 278 (g) agreement is the one recently signed by the [NH State Police and ICE on April 25, 2025](#). Thus, even though in a town, the select board supervises the operations of the police department through its police chief by the adoption of written formal policies under RSA 105:2-a, a select board could not adopt a policy or directive that would prohibit the police chief on behalf of the police department from entering into a 278 (g) agreement with ICE.

Section 2 of SB 62 goes into effect on January 1, 2026, and prohibits local political subdivisions from prohibiting or impeding a state or federal law enforcement agency from complying with Title 8 of the US Code, which includes every federal law pertaining to immigration and immigration enforcement. Any local government that violates this provision may be subject to a civil complaint brought by the Attorney General and could be subject to punitive damages of up to 25% of the total state funds received by the local government entity in the fiscal year when the violation occurred.

Section 3 of SB 62 permits County Departments of Corrections to maintain custody over persons subject to an ICE detainer for a period of 48 hours after resolution of state charges to permit assumption of custody by federal authorities.

### Chapter 39 – HB 511

This law goes into effect on January 1, 2026. It prohibits any unit of local government (town, cities, village districts) from having a sanctuary policy that impedes a law enforcement agency from complying with 8 U.S.C. section 1373<sup>1</sup>, or which impedes a local law enforcement agency from communicating or cooperating with a federal immigration agency that would prohibit the agency from:

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<sup>1</sup> § 1373. Communication between government agencies and the Immigration and Naturalization Service

- (a) Complying with an immigration detainer;
- (b) Complying with a request from a federal immigration agency to notify the agency before the release of an inmate or detainee in the custody of the law enforcement agency;
- (c) Providing a federal immigration agency access to an inmate for interview;
- (d) Participating in any program or agreement authorized under section 287 of the Immigration and Nationality Act, 8 U.S.C. section 1357; or
- (e) Providing a federal immigration agency with an inmate's incarceration status or release date.

This law further requires all local law enforcement agencies to comply with immigration detainees. An immigration detainer is defined as a facially sufficient written or electronic request issued by a federal immigration agency using that agency's official form to request that another law enforcement agency detain a person based on probable cause to believe that the person to be detained is a removable alien under federal immigration law.

In addition, no local government entity shall restrict a law enforcement agency from sharing information about persons who are in custody such as:

- (a) Sending the information to or requesting, receiving, or reviewing the information from a federal immigration agency for the purposes of this chapter.
- (b) Recording and maintaining the information for purposes of this chapter.
- (c) Exchanging the information with a federal immigration agency or another state entity, local governmental entity, or law enforcement agency for purposes of this chapter.
- (d) Using the information to comply with an immigration detainer.
- (e) Using the information to confirm the identity of a person who is detained by a law enforcement agency.

The Attorney General can enforce this statute through declaratory judgment and seek injunctive relief.

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- (a) In general. Notwithstanding any other provision of Federal, State, or local law, a Federal, State, or local government entity or official may not prohibit, or in any way restrict, any government entity or official from sending to, or receiving from, the Immigration and Naturalization Service information regarding the citizenship or immigration status, lawful or unlawful, of any individual.
  - (b) Additional authority of government entities. Notwithstanding any other provision of Federal, State, or local law, no person or agency may prohibit, or in any way restrict, a Federal, State, or local government entity from doing any of the following with respect to information regarding the immigration status, lawful or unlawful, of any individual:
    - (1) Sending such information to, or requesting or receiving such information from, the Immigration and Naturalization Service.
    - (2) Maintaining such information.
    - (3) Exchanging such information with any other Federal, State, or local government entity.
  - (c) Obligation to respond to inquiries. The Immigration and Naturalization Service shall respond to an inquiry by a Federal, State, or local government agency, seeking to verify or ascertain the citizenship or immigration status of any individual within the jurisdiction of the agency for any purpose authorized by law, by providing the requested verification or status information.8 U.S.C.S. § 1373 (LexisNexis, Lexis Advance through Public Law 119-14, approved May 23, 2025)

AN ACT enabling local authorities to establish safer speed limits

1       1 Alteration of Limits; declaring a reasonable and safe *prima facie* speed limit. Amend  
2   RSA 265:63,I. to read as follows:

3       265:63 Alteration of Limits.

4       I. Whenever local authorities in their respective jurisdictions determine on the basis of an  
5   engineering or traffic investigation that the *prima facie* speed permitted under this chapter is  
6   greater or less than is reasonable and safe under the conditions found to exist upon a way or part  
7   of a way, the local authority may determine and declare a reasonable and safe *prima facie* limit  
8   thereon which:

9       (a) Decreases the limit at intersections;

10      (b) Increases the limit within an urban district but not to more than 60 miles per hour;

11      (c) Decreases the limit outside an urban district but not to less than **25 20** miles per hour; or

12      (d) Decreases the limit within any business or urban residence district but not to less than **25 20**  
13   miles per hour.

14       2 Effective Date. This act shall take effect 60 days after its passage.



# Plodzik & Sanderson, P.A.

*Certified Public Accountants*

*Sheryl A. Pratt, CPA*

*Michael J. Campo, CPA*

*Janet L. Spalding, CPA, MST*

July 21, 2025

Select Board  
Town of Hanover  
P.O. Box 483  
41 South Main Street  
Hanover, NH 03755

To the Members of the Select Board:

We have performed the procedures enumerated below, which were agreed to by the Town of Hanover (the specified party), solely to assist you with respect to the reconciliation of the final MS-61-Tax Collector's Report of Emmy Swan, as of and for the period December 9, 2024 to April 29, 2025. The Town of Hanover's Tax Collector is responsible for the Town's tax collection accounting records. This agreed-upon procedures engagement was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our Procedures and findings are as follows:

- 1) We reconciled the final MS-61 – Tax Collector's Report as of and for the period December 9, 2024 to April 29, 2025 (Schedules A and B) to the Tax Collector's records and noted the following findings:
  - a. Uncollected taxes at the beginning of the period of the final Form MS-61 were in agreement with the prior year ending balances.
  - b. Credit balances per the final form MS-61 were reconciled to Tax Collector's report of unassigned credits, as of April 29, 2025.
  - c. Receipts and other credits remitted to the Town Treasurer per the final Form MS-61 were reconciled to the Town Treasurer's records and bank deposits for the period December 9, 2024 to April 29, 2025. The remittances per the Tax Collector agreed with the amounts received and deposited by the Town Treasurer.
  - d. Unredeemed tax liens for 2023 and prior years beginning of the period per the final Form MS-61 agreed with the prior year ending balances.
  - e. Interest and costs collected per the final Form MS-61 were reconciled to the Town Treasurer's records and bank deposits for the period December 9, 2024 to April 29, 2025. Interest and Costs collected by the Tax Collector were in agreement with the amounts received and deposited by the Town Treasurer.
  - f. Uncollected taxes and unredeemed liens per the final Form MS-61 were reconciled to the Tax Collector's detailed unpaid balances report by type, as of April 29, 2025. There were no variances noted.
  - g. Overpayment refunds per the final Form MS-61 were reconciled to the Tax Collector's overpayment report as of April 29, 2025, without discrepancy.

193 North Main Street, Concord, NH 03301  
633 Elm Street, Suite 103, Milford, NH 03055

- 2) We prepared recommittal tax warrants for all outstanding tax levies for the review and approval of the Select Board, in the following amounts based on the above procedures:

a) Levy of 2024 (property taxes)	\$ 115,381.47
b) Levy of 2024 (yield)	253.08
c) Levy of 2023 (lien)	30,850.16
d) Levy of 2022 (lien)	22,081.93
Total	<u>\$ 168,566.64</u>

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Select Board, management, and Tax Collector of the Town of Hanover and is not intended to be and should not be used by anyone other than those specified parties.

Sincerely,

*Plodzik & Sanderson*

PLODZIK & SANDERSON  
Professional Association

*Concord, New Hampshire*

**SCHEDULE A**  
**TOWN OF HANOVER, NEW HAMPSHIRE**  
**Emmy Swan - Tax Collector**  
**Final Form MS-61**  
**Summary of Tax Warrants**  
**For the Period December 9, 2024 through April 29, 2025**

	Levy Year	
	2025	2024
<b>Debits</b>		
Uncollected - December 9, 2024:		
Property	\$ -	\$ 20,664,378.61
Prepayment	(36,109.32)	(4,550.00)
Committed during period:		
Property	-	10,104.00
Yield	-	1,539.29
Overpayments:		
Property	-	77,069.76
Interest and penalties on delinquent taxes	-	11,042.71
 Total debits	 <u><u>\$ (36,109.32)</u></u>	 <u><u>\$ 20,759,584.37</u></u>
<b>Credits</b>		
Remittances to Treasurer:		
Property	\$ -	\$ 20,565,682.90
Yield	-	1,286.21
Interest and penalties on delinquent taxes	-	11,042.71
Abatements:		
Property	-	70,488.00
Uncollected - April 29, 2025:		
Property	-	115,381.47
Yield	-	253.08
Property tax credit balance	<u><u>(36,109.32)</u></u>	<u><u>(4,550.00)</u></u>
 Total credits	 <u><u>\$ (36,109.32)</u></u>	 <u><u>\$ 20,759,584.37</u></u>

**SCHEDULE B**  
**TOWN OF HANOVER, NEW HAMPSHIRE**  
**Emmy Swan - Tax Collector**  
**Final Form MS-61**  
**Summary of Tax Liens**  
**For the Period December 9, 2024 through April 29, 2025**

<i>Debits</i>	Prior Levy of:	
	2023	2022
Unredeemed liens balance - December 9, 2024	\$ 97,836.91	\$ 36,800.03
Interest and costs collected	6,422.99	5,440.61
Total debits	<u><u>\$ 104,259.90</u></u>	<u><u>\$ 42,240.64</u></u>
<i>Credits</i>		
Remitted to Treasurer:		
Redemptions	\$ 66,986.75	\$ 14,718.10
Interest and costs	6,422.99	5,440.61
Unredeemed liens balance - April 29, 2025	<u><u>30,850.16</u></u>	<u><u>22,081.93</u></u>
Total credits	<u><u>\$ 104,259.90</u></u>	<u><u>\$ 42,240.64</u></u>

TO: Carey Callaghan, Selectboard Chair; Rob Houseman, Town Manager; Joanna Whitcomb, Selectboard Vice-Chair

FROM: Marty Jacobs, Transformative Change Consultant, Social Impact Consulting

RE: Revised Proposal for Selectboard Training and Goal Setting

DATE: August 13, 2025

Thank you for the opportunity to work with the Hanover Selectboard. Below is a description of the two sessions we have been discussing, as well as my fees. I have been using your draft agenda for the two sessions to guide my thinking. If it is at all possible, it would be helpful to have some time between sessions. This request will become apparent in the descriptions below.

### **Roles and Responsibilities Board Training:**

For this session, I will have a handout on the principles of good governance that should be distributed and read prior to the session. I would also prefer to have my part of the session follow that of the NH Statutory Environment so that I can align what I say with statutory requirements, which can sometimes be antithetical to good governance. If at all possible, I'd like to receive an outline for this prior to the session so I can make any final updates to my outline and/or the handout.

For the first part of this session, we will do a quick review of the principles of good governance and answer any questions participants may have. However, the majority of our time will be spent in discussion of specific examples of governance that the board has struggled or may struggle with. I have identified the following three topics as potential cases for discussion, with the caveat that we can always change these topics if something more pertinent has come up:

- Case example (past, present, or future) where the lines between Selectboard and Town Manager/Staff have become blurred (Selectboard to determine specific example)
- Selectboard's role on committees: this can be a big picture discussion or focus on a specific committee or type of committee (statutory, advisory, etc.)
- Understanding the difference between residents and future residents, stakeholders, and consumers and who fits into those categories

The second part of the session will set the stage for the goal setting session. We will discuss the difference between master planning, strategic planning, and OKRs and why all three are important. At the end of the session, everyone will receive a document, either electrically and/or hard copy, on which to record what goals they'd like to see the town accomplish over the next year. They will be asked to reflect and write down how each goal reflects the master plan and/or vision and answers the question, "What benefits, for whom, and at what cost?" If there is

enough time between the two sessions, I would like everyone to send me electronically their list of goals so I can consolidate them into one document and send them back out for review prior to the goal setting session.

### **Selectboard Goal Setting Session:**

The first part of the session will be spent reviewing the list of consolidated goals and asking clarifying questions. At this point, I will consider this a group-owned document and therefore, the original author is not obligated to respond to specific questions. Rather, the Selectboard will come to consensus as to the meaning and scope of each potential goal.

The second part of the session will be spent prioritizing goals. Selectboard members will be asked to take the following into consideration as they prioritize goals:

- How are the goals interrelated? Is there a connection between accomplishing one and helping or hindering another?
- What are the leverage points in the system?
- What do residents and future residents want?
- Focus on the question: "What benefits, for whom, and at what cost?"

I will review these points prior to the prioritization discussion.

The final part of the session will be to ensure that everyone is clear on what the next steps are and who is responsible for accomplishing what.

### **Fees:**

- Selectboard training: \$1500
- Selectboard goal setting: \$1500

As already indicated, I will continue to work collaboratively with the selectboard and town manager to create an optimal learning experience. Although I have outlined some structured sessions, I am open to adapting them and adjusting in the moment should the needs of the participants indicate a desire to move in a different direction. Finally, these two session will be most productive if everyone does the work requested prior to the sessions.

**SELECTBOARD MEETING**

**July 7, 2025**

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

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

Also present were: Joanna Whitcomb, Vice Chair, Rob Houseman, Town Manager, Jennie Chamberlain, Selectboard Member, Jarett Berke, Secretary, 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 8a Police Dept Restructuring will be moved up in the agenda.

**4. Announcements/Recognition**

None

**5. Public Comment**

**a. Public may address the Board**

David Vinclette, 93 Lebanon St asked if the board members had watched a video he had recommended. Some had and some had not yet done so.

He read from the Declaration of Independence.

He addressed issues he brings to all Selectboard meetings claiming local government officials have broken state and federal laws against him and calling for their response and investigations into these matters. He explained in detail what was taken from him, his family and his property. He made specific accusations of town departments, staff and board members.

**8. Business Requiring Action**

**a. Police Department restructuring**

The Chief of Police sent in a proposal in advance and was present to address the item.

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.

The Town Manager is in support of the proposal.

Chief Martin highlighted the changes and benefits of the proposal.

Chief Martin answered questions from board members relating to location of the focused area, changes in coverage and staffing.

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J. Berke read a prepared statement into the record from the perspective of a business owner not as a Selectboard member.

#### Public Comment

Jim Rubins, Hanover, business owner and member of the Downtown working group expressed frustration with the parking situation which has not been solved over the years. The number one negative for visitors to town is the parking situation. He is not assigning blame but notes the pace towards solutions needs to pick up. He asked for a staff person or consultant to be focused on making the needed changes within this new budget year.

Susan Rubins commented that the parking meters are not advanced enough to pay electronically or to add time – potentially at a higher cost rate like you can in other towns. She gave ideas about park and shop and showing receipts of purchases if a ticket is given out. We are losing business due to the punitive parking systems in place.

**At 7:23 pm A. Rassias MOVED to approve the proposed reorganization of the Hanover Police Department as outlined in the memorandum dated April 14, 2025. J. Chamberlain SECONDED. All in favor**

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

**At 7:33 pm J. Berke MOVED to Approve the minutes of June 16 as submitted. J. Chamberlain SECONDED. 3 in favor with J. Whitcomb and A. Rassias abstaining**

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

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

The board discussed the goals that have been achieved, and the goals still underway. The list helps the board focus on what should be prioritized in the coming year.

The board discussed priorities and whether the list should be used to measure progress of the goals the Town aspires to. Board members agreed that the important aspect is that there should be a list of agreed upon priorities and that progress should be tracked and that the list is reviewed throughout the year.

**b. Selectboard FY26 calendar review**

R. Houseman addressed the calendar outline which staff has put together listing the Selectboard meetings and other known items which need to be addressed at certain times of the year.

**c. Selectboard retreat/Selectboard training**

C. Callaghan noted a proposal to have two separate 3-hour sessions. The first for training and the second for goal setting. He proposed some dates by email and requested the board members respond with their availability.

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.

The Selectboard Chair, Vice Chair, and Town Manager met with Marty Jacobs to discuss the potential for Selectboard training facilitated by Marty.

Board members who have experience with her gave information about projects she has worked on for Hanover. Board members agreed to have a proposal put forward on the training and also requested the RSAs be addressed. The board discussed how to create the agenda for the goal setting session and clarified the timeline for the next Selectboard meeting and the trainings and retreat.

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## **7. Town Manager Report**

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

- NHDOT
- Assessing – Revaluation update
- Town Clerk/Tax Collector
- Planning, Zoning and Codes
- Etna Library
- Parks and Recreation
- Public Works
- Fire

## **9. Approval of items by Consent**

### **Donations**

#### **Etna Library**

\$1,000 from Etna Ladies Aid

#### **Parks and Recreation**

\$1,500 from White River Toyota for 4th of July events

\$2,000 from Dartmouth College for 4th of July events

#### **Police**

\$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**

**At 8:30 pm A. Rassias MOVED to approve the consent agenda as presented.**

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

## **10. Selectboard Reports**

- J. Berke
  - Downtown Group
- J. Whitcomb
  - Howe Corporation
- C. Callaghan
  - Sister City visit Monday July 28<sup>th</sup>
- A. Rassias
  - Nothing to Report
- J. Chamberlain
  - JAM
  - Regional Planning Commission grant
  - Sustainable Hanover
  - Bike Walk

Discussion occurred regarding design options for an ongoing street project.

## **11. Adjournment**

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

**At 8:44pm A. Rassias MOVED to enter nonpublic session. J. Whitcomb SECONDED.**

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

The board entered non-public session at 8:44pm.

Respectfully Submitted,

Jarett Berke, Secretary

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**SUMMARY**

**Item 8a**

**At 7:23 pm A. Rassias MOVED to approve the proposed reorganization of the Hanover Police Department as outlined in the memorandum dated April 14, 2025. J. Chamberlain SECONDED. All in favor**

**Item 8b**

**At 7:33 pm J. Berke MOVED to Approve the minutes of June 16 as submitted. J. Chamberlain SECONDED. 3 in favor with J. Whitcomb and A. Rassias abstaining**

**Item 9**

**At 8:30 pm A. Rassias MOVED to approve the consent agenda as presented.**

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

**Item 11**

**At 8:44pm A. Rassias MOVED to enter nonpublic session. J. Whitcomb SECONDED.**

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



July 10, 2025

Dear members of the Hanover Selectboard,

I am writing today to you on behalf of The Family Place, a local non-profit agency that provides comprehensive programs and services for families with young children throughout the Upper Valley region of Vermont and New Hampshire. I realize many of you are probably familiar with our work, but I am happy to answer any questions you may have and I encourage you to read our [latest Annual Report here](#) for a more detailed breakdown of our programs.

This fall, we are celebrating our 40<sup>th</sup> year as an agency, and are hosting a Community Open House on Wednesday, September 10<sup>th</sup> on our campus just across the river in Norwich. This free event will be open to families and supporters from across the Upper Valley, and we hope some of you can join us as well to take part in the festivities. There will be complimentary food, children's activities, and tours for community members to learn more about our work.

We would like to request the hanging of an overhead banner announcing the event the week before the event (Sunday, August 31<sup>st</sup> through Sunday, September 7<sup>th</sup>). This banner would include the name of the event, date, time and a 40<sup>th</sup> anniversary version of our logo.

Thank you in advance for considering our request. Please feel free to reach out to me with any questions you have about the event, The Family Place, or the specifics of the banner. I can be reached at:

Benji Thurber  
[benjamint@the-family-place.org](mailto:benjamint@the-family-place.org)  
802-649-3268

Sincerely,

*Benjamin Thurber*

Benji Thurber  
Fund Development Director  
The Family Place

