

Selectboard  
February 27, 2023  
FINAL

**SELECTBOARD MEETING**  
**February 27, 2023**  
**5 P.M. - MUNICIPAL OFFICE BUILDING - HANOVER, NH**

The meeting of the Selectboard was called to order at 5:09p.m. by Chair Peter Christie. Also present were: Vice Chair Rassias, Bill Geraghty, Selectboard Member, Joanna Whitcomb, Selectboard Member, Nancy Carter, Selectboard Member, Alex Torpey, Town Manager

Absent: None

**1. Public Comment**

None

**2. Public Hearing to Accept Unanticipated Funds from the State of New Hampshire in the amount of \$219,869.96 representing a one-time bridge payment from additional highway and bridge funds**

The additional highway and bridge funds are one-time, unanticipated revenue outside the budget from the State of New Hampshire. As these funds are unanticipated, a Public Hearing must be held.

Action Requested: Town Staff recommends accepting these unanticipated funds in the amount of \$219,869.96.

Public Hearing opened

No public comment

Public Hearing closed

**At 5:10pm, Chair Christie MOVED to Accept Unanticipated Funds from the State of New Hampshire in the amount of \$219,869.96 representing a one-time bridge payment from additional highway and bridge funds. Selectboard Member Whitcomb SECONDED the Motion. All in favor 4-0**

**3. Public Hearing to Accept Unanticipated Funds from the Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant in the amount of \$50,000 to complete a service line inventory and replacement plan and to Authorize Town Manager to execute all necessary documents. Selectboard Member Geraghty SECONDED the Motion. All in favor**

The Public Works staff has applied for a grant in the amount of \$50,000 to complete a service line inventory and formulate a replacement plan. The purpose of the inventory is to identify the location, material and other pertinent information of service lines and formulate a replacement plan for any service lines that have any lead in them.

Action Requested: Town Staff recommends accepting these unanticipated funds in the amount of \$50,000 and to Authorize the Town Manager to execute all necessary documents.

Public Hearing opened

No public comment

Public Hearing closed

**At 5:11 pm, Chair Christie MOVED to Accept Unanticipated Funds from the Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant in the amount of \$50,000 to complete a service line inventory and replacement plan and to Authorize Town Manager to execute all necessary documents. Selectboard Member Geraghty SECONDED the Motion. All in favor 4-0**

**4. Public Hearing Accept Unanticipated Funds from ARPA Asset Management Program (AMP) Grant Fund in the amount of \$90,000 (\$30,000 under the stormwater category and \$60,000 under the wastewater category) to develop stormwater and wastewater asset management plans and to Authorize Town Manager to execute all necessary documents**

The Public Works staff has applied for two NHDES asset management grants totaling \$90,000.00, one under the stormwater category for \$30,000 and one under the wastewater category for \$60,000.

Action Requested: Town Staff recommends accepting these unanticipated funds in the amount of \$90,000 (\$30,000 under the stormwater category and \$60,000 under the wastewater category) and to authorizing the Town Manger to execute all necessary documents.

Public Hearing opened  
No public comment  
Public Hearing closed

**At 5:14 pm, Chair Christie MOVED to Accept Unanticipated Funds from ARPA Asset Management Program (AMP) Grant Fund in the amount of \$90,000 (\$30,000 under the stormwater category and \$60,000 under the wastewater category) to develop stormwater and wastewater asset management plans and to Authorize Town Manager to execute all necessary documents. Vice Chair Rassias SECONDED the Motion. Vote: All in favor 4-0**

**5. Approval of Minutes – February 6, 2023**

**At 5:16pm, Selectboard Member Whitcomb MOVED to approve the minutes of February 6, 2023 as submitted. Selectboard Member Geraghty SECONDED the Motion. All in favor 4-0**

**6. Administrative Reports**

None

**7. Selectboard Reports**

**Selectboard Member Joanna Whitcomb**

Selectboard Member Whitcomb had nothing to report.

**Chair Peter Christie**

Chair Peter Christie had nothing to report.

**Vice Chair Athos Rassias**

Vice Chair Rassias had nothing to report.

**Selectboard Member Bill Geraghty**

Selectboard Member Geraghty had nothing to report.

**8. Other Business**

None

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## 9. Department Budget Presentations

- Overview and Agenda of Presentations

Mr. Torpey gave an explanation of tonight's format for budget presentations.

- Planning and Zoning

Director of Planning, Zoning and Codes, Rob Houseman presented this item. He gave details about:

- Staffing
- Committees
- 2022 in review
  - permits and income/value increase
  - inspections
- Master Plan Vision statement
- Goals
  - Start Rental housing inspection program
  - MBCF workforce housing project
  - Initiate sustainable master plan
    - Zoning
    - Streamline permitting
  - ZBA and site plan applications to online software

Mr. Houseman highlighted for the board some large projects coming up.

Selectboard Member Whitcomb commented there is not enough staff in the department to do all of this work. It is something to keep in mind to try to find some funds to assist. Attending all of those evening meetings after working a full day is too much to ask of one or two employees.

Public Comment:

Kari Asmus, Chair of Finance Committee noted differences in the budget adopted and the revised budget and asked for clarification about specific line items which R. Houseman addressed.

She asked for information on the salary increase which Mr. Torpey addressed as an overall item and noted it will be discussed further on day three of budget hearings.

Selectboard Member Nancy Carter arrived at this time.

- IT

IT Director Corey Stevens presented this item and highlighted:

- Staffing
- Software change to cyber security this past year
  - Detects phishing emails
- Budget changes
  - Updates to software costs
- New website upcoming soon

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Public comment:

Kari Asmus speculated on what the salary etc increases are and wondered if she is accurate. Finance will look into the details further.

- Etna Library

Jeff Metzler Director of Etna Library was not able to attend the meeting but recorded a presentation which was played.

- Year in Review
  - Programming
  - Patron visits
  - Circulation
- Budget
  - Requesting three additional hours a week to be open and staffed
- Goals
  - Added brew station/toys/therapy dog
  - Seed library
  - Story walk
  - New groups, programs and collaborations

Public Comment:

Kari Asmus commented on increase of salaries/ one-time payment for staff.

This will be part of the day three meeting.

She wondered if the increase of hours will be picked up from any particular special fund, or if it will come from General Fund.

- Assessing

Assessor Norm Bernaiche presented this item.

- Responsibilities of the department
- Staff
- Year in review
- Budget
  - Potential promotion/ salary increase for employee coming up

\$12.5M is the estimated value increase for 2023. Mr. Torpey will keep the school board updated on those numbers.

Public Comment:

Kari Asmus asked if there will be an uptick in staffing needs for the next reassessment and should we plan for that.

Mr. Bernaiche expects to do the work of the next revaluation in-house and not hire outside contractors. The process has begun already by reviewing properties more regularly, so the data is ready for the revaluation.

The board took a 10-minute break at this time.

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- Fire, Ambulance

Martin McMillan, Fire Chief and Mike Gilbert, Deputy Chief presented this item.

- Scope of work for a firefighter in a small town
- Year in review
  - Banquet/ staff appreciation
- Budget
  - Revenue
  - Expense
- Capital Improvement Highlights

### Public Comment:

Kari Asmus made some comments about ambulance percentage and community shared fees.

Group discussion ensued on this topic and Mr. McMillan gave explanations. This item will continue to be discussed this week.

- Howe Library

Rubi Simon, Library Director at Howe Library

- Staff
- Year in review
  - Programs: attendance and collaborations
  - Zoom room
- Budget
- New website launched

### Public Comment:

Kari Asmus asked about a particular line item between Howe and Etna.

Ms. Simon answered the question.

- Tax Collector

This item will be discussed tomorrow night.

## Other Business

### Public Comment:

Joseph Chambers and others present are taking a government class at Dartmouth and were here to watch government in process. The meeting was advertised at 7:30pm, but the meeting started at 5pm so they missed most of it. The Selectboard explained the meetings that are underway this week for budget.

- Additional questions/feedback

Town Manager reviewed with the board all of the questions and comments that have come up during tonight's presentations which will need to be researched and/or addressed.

## 10. Adjournment

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

**Vice Chair Rassias MOVED to adjourn at 7:54pm. Selectboard Member Whitcomb SECONDED the Motion.**

**All in favor**

Respectfully Submitted,

Joanna Whitcomb, Secretary

## **SUMMARY**

### **Item 2**

**At 5:10pm, Chair Christie MOVED to Accept Unanticipated Funds from the State of New Hampshire in the amount of \$219,869.96 representing a one-time bridge payment from additional highway and bridge funds. Selectboard Member Whitcomb SECONDED the Motion. All in favor 4-0**

### **Item 3**

**At 5:11 pm, Chair Christie MOVED to Accept Unanticipated Funds from the Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant in the amount of \$50,000 to complete a service line inventory and replacement plan and to Authorize Town Manager to execute all necessary documents. Selectboard Member Geraghty SECONDED the Motion. All in favor 4-0**

### **Item 4**

**At 5:14 pm, Chair Christie MOVED to Accept Unanticipated Funds from ARPA Asset Management Program (AMP) Grant Fund in the amount of \$90,000 (\$30,000 under the stormwater category and \$60,000 under the wastewater category) to develop stormwater and wastewater asset management plans and to Authorize Town Manager to execute all necessary documents. Vice Chair Rassias SECONDED the Motion. Vote: All in favor 4-0**

### **Item 5**

**At 5:16pm, Selectboard Member Whitcomb MOVED to approve the minutes of February 6, 2023 as amended. Selectboard Member Geraghty SECONDED the Motion. All in favor 4-0**

### **Item 10**

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

**Vice Chair Rassias MOVED to adjourn at 7:54pm. Selectboard Member Whitcomb SECONDED the Motion. All in favor**