

Selectboard  
March 20, 2023  
FINAL

**SELECTBOARD MEETING**

**March 20, 2023**

**7:30 P.M. - MUNICIPAL OFFICE BUILDING - HANOVER, NH**

The meeting of the Selectboard was called to order at 7:30p.m. by Chair Peter Christie. Also present were: Bill Geraghty, Selectboard Member, Joanna Whitcomb, Selectboard Member, Vice Chair Rassias, Nancy Carter, Selectboard Member Alex Torpey, Town Manager, Finance Director Ellen Bullion

Absent: None

**1. Public Comment**

None

**2. Update and discussion from Trustees of the Trust Funds**

Members of the Trustees of the Trust Funds will be in attendance on Monday evening to review the role and responsibilities of the Trustees, review current Town trust balances, go over status of the Bressett Fund and to present the Trustee's recommendations regarding the Bressett Fund in general and FY2024 specifically.

Jay Pierson, Sally Boyle and Paul Gardent presented this item. They highlighted items from the memo previously sent to the board including:

- Roles and responsibilities
- Review current balances of the funds under their purview
- Current status of Bressett Fund
- Trustees recommendations
  - Adjust calculation date for available funds from June to December 30<sup>th</sup>
  - Withdrawal percent down from 5% to 4%
  - Don't spend \$205,000 that is currently included in the 2024 budget
  - Limit the FY 24 disbursements to only what has already been committed

Chair Christie made some clarifying comments about the Bressett Fund and agreed with the recommendations to use the December calculation date, use 4% moving forward and does not expect to spend the \$205,000 in FY24.

In previous years the board has brought the request to Town Meeting to authorize spending of the full three-year average and the recommendation this year is to only bring forward \$100,000. The board will need to discuss that matter.

Chair Christie is concerned that \$100,000 is too restrictive since they are not aware of what projects may come up needing funding in 2024. He prefers to get approval for the full 4% amount which is \$338,000.

The trustees clarified that whatever amount the Selectboard decides they need access to cannot be invested for the year, it has to come out to be available.

Selectboard Member Whitcomb asked if we've received requests for Bressett Fund funding. The board discussed this process with Town Manager.

The board discussed the options available regarding how much of the Bressett Fund to request for 2024.

Selectboard Member Whitcomb suggested taking the first three recommendations of the trustees and compromising on the last by allotting 2% rather than 4% or \$100,000. Chair Christie and Selectboard Member Geraghty suggested

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\$200,000. Selectboard Member Geraghty also reminded the board that ARPA funds in the range of \$500,000 to \$600,000 will be available for use in the coming year therefore \$100,000 of Bressett Fund should suffice.

Selectboard Member Whitcomb agreed.

The board consensus is to move forward with the \$100,000.

Chair Christie read a proclamation into the record recognizing a 40-year employee, Bernie Hazlett.

### **3. Public Hearing to Adopt the Updated 2023 Hanover Hazard Mitigation Plan**

The Hanover Hazard Mitigation Plan has been updated for 2023 and now needs to be adopted by the Selectboard. This document is 184 pages and is available on the website for review.

Action Requested: Approve the Updated Hanover Hazard Mitigation Plan.

Public Hearing opened

Fire Chief McMillan presented the item.

Public Comment: None

Public Hearing closed

**At 8:15 pm, Chair Christie MOVED to Adopt the Updated 2023 Hanover Hazard Mitigation Plan. Selectboard Member Whitcomb SECONDED the Motion. All in favor**

### **4. Public Hearing to Review Request for Easement on Bent Road**

The Public Works Department has been discussing the need to establish a better plow turn around at the end of Bent Road which currently utilizes the driveway of the Bent property. The Department of Public Works and Timothy Bent are in agreement to establish a new turnaround and the need for the easement.

Action Requested: Approve the requested Easement on Bent Road.

Public Hearing opened

DPW Director Pete Kulbacki presented the item.

Public Comment:

Kari Asmus asked for clarification on the process of approving the easement.

Public Hearing closed

**At 8:19 pm, Chair Christie MOVED to approve the requested Easement on Bent Road. Selectboard Member Geraghty SECONDED the Motion. All in favor**

### **5. Recommendation to Set a Public Hearing on Monday, April 3, 2023 to Consider the FY 2024 Budget**

Town Staff recommends setting a Public Hearing on Monday, April 3, 2023 to consider the FY2024 Budget prior to Town Meeting.

Action Requested: Town Staff recommends scheduling a Public Hearing on Monday, April 3, 2023.

**At 8:20 pm, Chair Christie MOVED to Set a Public Hearing on Monday, April 3, 2023 to Consider the FY 2024 Budget. Vice Chair Rassias SECONDED the Motion. All in favor**

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**6. Recommendation to Set a Public Hearing on Monday, April 3, 2023 for Issuance of Bonds and Notes related to Water Capital Improvement Replacement Plan**

Town Staff recommends setting a Public Hearing on Monday, April 3, 2023 for Issuance of Bonds and Notes Related to Water Department Proposed Capital Project prior to Town Meeting.

Action Requested: Town Staff recommends scheduling a Public Hearing on Monday, April 3, 2023.

**7. Recommendation to Set a Public Hearing on Monday, April 3, 2023 for Issuance of Bonds and Notes related to Wastewater Treatment Facility Proposed Capital Project**

Town Staff recommends setting a Public Hearing on Monday, April 3, 2023 for Issuance of Bonds and Notes Related to Wastewater Treatment Facility Proposed Capital Project prior to Town Meeting.

Action Requested: Town Staff recommends scheduling a Public Hearing on Monday, April 3, 2023.

**8. Recommendation to Set a Public Hearing on Monday, April 3, 2023 for Issuance of Bonds and Notes related to Fire Engine Purchase**

Town Staff recommends setting a Public Hearing on Monday, April 3, 2023 for Issuance of Bonds and Notes related to Fire Engine Purchase prior to Town Meeting.

Action Requested: Town Staff recommends scheduling a Public Hearing on Monday, April 3, 2023.

**At 8:21pm, Chair Christie MOVED to Set Public Hearings on Monday, April 3, 2023 for Issuance of Bonds and Notes related to Water Capital Improvement Replacement Plan; for Issuance of Bonds and Notes related to Wastewater Treatment Facility Proposed Capital Project; for Issuance of Bonds and Notes related to Fire Engine Purchase. Selectboard Member Whitcomb SECONDED the Motion. All in favor**

**9. Recommendation to Set Pre-Town Meeting Public Hearing to Consider the Proposed Warrant for the 2023 Town Meeting on Monday, April 10, 2023**

Town Staff recommends the Board set Monday, April 10th as the required Pre-Town Meeting Public Hearing. At the meeting, the Board will review the draft Warrant and formally adopt the Warrant for Town Meeting action.

Action Requested: Town Staff recommends scheduling the Pre-Town Meeting Public Hearing to Considered Warrant for the 2023 Town Meeting on Monday, April 10, 2023.

**At 8:22pm, Chair Christie MOVED to Set Pre-Town Meeting Public Hearing to Consider the Proposed Warrant for the 2023 Town Meeting on Monday, April 10, 2023. Selectboard Member Geraghty SECONDED the Motion. All in favor**

**10. Review of Veterans' Credit Requests**

The Assessing Department has received Veterans' Credit applications for the property located at 27 Stevens Road. Mr. Bernaiche has recommended the approval of one application and the denial of the other per his memorandum to the Board.

Action Requested: Review the Veterans' Credit applications.

**At 8:23pm, Chair Christie MOVED to approve one application and deny the other per the Assessor's recommendation. Selectboard Member Geraghty SECONDED the Motion. All in favor**

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**11. Banner Requests – Circus Smirkus**

Circus Smirkus has requested an overhead banner to be hung to promote the Circus which will be in Town at Fullington Farm on July 18 and 19, 2023. Unfortunately, we are not able to accommodate their requested timeframe but are able to accommodate hanging this banner July 5-9, 2023 and again July 16-23, 2023, which Circus Smirkus has agreed to.

Action Requested: Approve Circus Smirkus' banner request to be hung from July 5-9, 2023 and again July 16-23, 2023.

**At 8:24pm, Chair Christie MOVED to approve the banner request. Vice Chair Rassias SECONDED the Motion. All in favor**

**12. Appointment – Conservation Commission**

The Conservation Commission has a number of member vacancies needing to be filled. Lucretia A. Witte has indicated a willingness to serve on this Committee and Whit Spaulding, Chair of the Conservation Commission, has indicated the Commission's willingness to have Ms. Witte join.

Action Requested: Approve Lucretia A. Witte's appointment to the Conservation Commission for a 3-year term.

**At 8:25pm, Chair Christie MOVED to Appoint Lucretia A. Witte as a full member of the Conservation Commission for a three-year term. Selectboard Member Whitcomb SECONDED the Motion. All in favor**

**13. Approval of Minutes – February 27, 2023, February 28, 2023, March 1, 2023 and March 6, 2023**

**At 8:25pm, Chair Christie MOVED approve the minutes of February 27, 2023, February 28, 2023, March 1, 2023 and March 6, 2023 as submitted. Selectboard Member Geraghty SECONDED the Motion. All in favor**

**14. Administrative Reports**

A. Torpey gave his administrative report:

- Human Resources
- Budget
- Town Meeting
- Downtown Hanover
- Hanover Community Power
  - Pete Kulbacki explained the rates and what you receive with each option
- Other
  - Finance
  - Election
  - Conference
  - Seeds Library at Etna Library
  - Dogs/leashes

**15. Selectboard reports**

Selectboard Member Whitcomb noted the Bike Walk Committee has completed their master plan and would like to present to the Selectboard for approval.

**Selectboard Member Nancy Carter**

Selectboard Member Carter noted the Planning Board meets tomorrow. Howe Board met in March with the consultants regarding the facility upgrades.

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**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.

**16. Budget Review and Approval of 2023/2024 Budget**

**At 8:43 pm, Chair Christie MOVED to Set a Public Hearing on Monday, March 27, 2023 to Approve the FY 2024 Budget.**

**Vice Chair Rassias SECONDED the Motion. All in favor**

Town Manager gave a progress report regarding the status of the budget.

- All questions raised at the budget hearings have been posted on the website with answers
- Updated numbers have been posted and more changes have been made just prior to the meeting which were sent to the Selectboard and Finance Committee
- There are several questions which need to be discussed this evening
  - How much money to anticipate from Bressett funding was answered already tonight
  - Small deficit in the ambulance fund to be addressed
  - Use of ARPA funds
  - Many small changes and some larger changes
    - Added a contingency account
- Fine tuned the reports of what was approved at last Town Meeting vs what has been spent
  - Gap is down to \$20,000

Use of undesignated funds was discussed following Mr. Torpey's explanation of the current and projected amount in the fund.

**Public Comment**

Kari Asmus, Finance Committee Chair reiterated some of the points the Finance Committee has made previously.

- Pleased with new checkpoint system
- Meals and Room and Retirement- double check if that's available or if it has been used
- Asked for clarification of the Estimated current budget year negative \$40,000
  - Mr. Torpey just re-ran the numbers and rather than negative \$40,000, it shows positive \$18,000
- End of FY22 status- deficit?
  - Staff will look into this and check what steps need to be taken to follow procedure
- Current use figures

Carey Callahan, Finance Committee

- Rooms and Meals interest assumption figures

These budget figures will be revised, sent out and reviewed at the next board meeting.

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The board discussed the ARPA fund use for the Parking fund.

Projects identified for ARPA usage:

- Phone system upgrade \$50,000
- EV chargers \$50,000
- Town-wide digitization \$50,000
- Downtown Dining/placemaking \$20,000
- Election supplies – tablets \$15,000
- Replace carpet \$25,000
- Hardware technology upgrades \$55,000
- \$340,000 to the parking fund

Without the parking assistance, the total is \$265,000. With the parking assistance it's \$605,000.

Mr. Torpey clarified for the board how these projects were selected to fund through ARPA. These are the items that fall in the most preferred use of the money within the criteria which is pretty broad. More reporting would be required if funds were used to pay people, so currently avoiding that. Chose projects that fall in the most streamlined tracking and reporting category along with what has been identified as a priority.

DPW Director Pete Kulbacki answered questions about EV charging.

The board discussed whether to use \$340,000 of ARPA funds to bring the Parking fund balance up to zero.

Selectboard Member Geraghty relayed the discussion from Finance Committee was that funds that get moved to the parking fund will stay there and can't be used elsewhere. Is it possible to wait a bit longer before clearing out the parking deficit since the parking revenues have been steadily climbing again? Is there a number less than the full \$340,000 that we could give such as \$200,000 allowing other uses for the remaining funds?

Public Comment

Kari Asmus asked about the difference between FY22 and projected FY24 for the parking fund as well as capital reserves. She is in favor of not bringing the balance all the way to zero with ARPA funding since the fund is doing better.

Kim Hartman, School Board Rep/ Finance Committee clarified ARPA funds cannot go directly to reserve funds, but can be used for projects that were earmarked to be paid by reserve funds.

Chair Christie summarized and suggested that the ARPA/parking fund decision does not have to be made immediately. It can be decided later in the year as more ARPA discussions occur and there is more information about the parking fund balance. The board agreed with that.

Questions to look into:

What happened with the parking fund at the end of FY22? Are the numbers we're currently showing accurate?

Negative budget projected for FY24 doesn't seem to make sense since the revenue is increasing.

Ellen noted she will look into these issues.

The board discussed the ambulance fund deficit of \$74,000.

Mr. Torpey gave some examples of options to correct this such as using ARPA funds for equipment purchases.

Staff will look at the possibility of changing this formula in the future so that these accounting issues do not occur. The combined fire/ambulance funds are flush, it's just the percentage breakdown that causes the issue.

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The board discussed options. If no action is taken, the ambulance undesignated fund can be zeroed out and cover the deficit.

Kari Asmus addressed the historical reference to the ambulance formula and the current deficit due to salary and the other contributing towns already finalized their town budgets so rates can't be raised at this time.

Fire Chief Marty McMillan explained why there is an ambulance fund deficit which has to do with the way the ambulance and fire departments split their funding, but use the same staff and facilities.

Chair Christie noted an outstanding budget item is the Veterans Tax Credit. He withdrew his previous suggestion to change the value at this time, but to leave it at \$500 for the coming year and discuss it again later.

Kari Asmus noted it was mentioned in a budget hearing that the social service funding request for Food Pantry didn't meet the criteria. Chair Christie thought it had been removed from the budget, but staff will double check.

Town staff will aim to get the revised budget information and numbers out on Thursday.

#### **17. Other Business**

None

#### **18. Adjournment**

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

**Vice Chair Rassias MOVED to adjourn at 9:47pm. Selectboard Member Whitcomb SECONDED the Motion. All in favor**

Respectfully Submitted,

Joanna Whitcomb, Secretary

#### **SUMMARY**

##### **Item 3**

**At 8:15 pm, Chair Christie MOVED to Adopt the Updated 2023 Hanover Hazard Mitigation Plan. Selectboard Member Whitcomb SECONDED the Motion. All in favor**

##### **Item 4**

**At 8:19 pm, Chair Christie MOVED to approve the requested Easement on Bent Road. Selectboard Member Geraghty SECONDED the Motion. All in favor**

##### **Item 5**

**At 8:20 pm, Chair Christie MOVED to Set a Public Hearing on Monday, April 3, 2023 to Consider the FY 2024 Budget. Vice Chair Rassias SECONDED the Motion. All in favor**

##### **Item 6, 7, 8**

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**At 8:21pm, Chair Christie MOVED to Set a Public Hearing on Monday, April 3, 2023 for Issuance of Bonds and Notes related to Water Capital Improvement Replacement Plan; for Issuance of Bonds and Notes related to Wastewater Treatment Facility Proposed Capital Project; for Issuance of Bonds and Notes related to Fire Engine Purchase.**

**Selectboard Member Whitcomb SECONDED the Motion. All in favor**

**Item 9**

**At 8:22pm, Chair Christie MOVED to Set Pre-Town Meeting Public Hearing to Consider the Proposed Warrant for the 2023 Town Meeting on Monday, April 10, 2023. Selectboard Member Geraghty SECONDED the Motion. All in favor**

**Item 10**

**At 8:23pm, Chair Christie MOVED to approve one application and deny the other per the Assessor's recommendation.**

**Selectboard Member Geraghty SECONDED the Motion. All in favor**

**Item 11**

**At 8:24pm, Chair Christie MOVED to approve the banner request. Vice Chair Rassias SECONDED the Motion. All in favor**

**Item 12**

**At 8:25pm, Chair Christie MOVED to Appoint Lucretia A. Witte as a full member of the Conservation Commission for a three-year term. Selectboard Member Whitcomb SECONDED the Motion. All in favor**

**Item 13**

**At 8:25pm, Chair Christie MOVED approve the minutes of February 27, 2023, February 28, 2023, March 1, 2023 and March 6, 2023 as submitted. Selectboard Member Geraghty SECONDED the Motion. All in favor**

**Item 16**

**At 8:43 pm, Chair Christie MOVED to Set a Public Hearing on Monday, March 27, 2023 to Approve the FY 2024 Budget.**

**Vice Chair Rassias SECONDED the Motion. All in favor**

**Item 18**

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

**Vice Chair Rassias MOVED to adjourn at 9:47pm. Selectboard Member Whitcomb SECONDED the Motion. All in favor**