

**SELECTBOARD MEETING**

**June 26, 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 Athos Rassias. Also present were: Joanna Whitcomb, Vice Chair, Nancy Carter, Selectboard Member, Carey Callaghan Selectboard Member, Jennie Chamberlain, Selectboard Member, Alex Torpey, Town Manager

Absent: None

Vice Chair Rassias explained the process for public comment.

**1. Public Comment**

David Vincelette, 93 Lebanon St repeated the same comments he has made previously regarding not hearing from the Town Manager, asphalt waste dumping, and actions the Town took on his property. He gave details on past and present experiences and asked why the board does not answer his questions.

**2. Public Hearing to Review and Consider the Proposed Rate and Fee Schedule for FY 2023/2024**

Annually Town Staff asks the Board to review and approved the revised Rate and Fee Schedule for the coming fiscal year based on the FY 2023/2024 budget adopted at Town Meeting. Many rates/fees have not been updated in years, and have fallen beyond what it costs to provide the service. We are attempting to balance the need to have the fees recoup the costs, while being sensitive to the impact on the public.

~~Action Requested: Review and Approve the FY 2023/2024 Rates and Fees Schedule on Monday evening.~~

We are taking additional time to review and provide a more concise and easy to follow summary for the Selectboard which will be done on July 24th meeting.

Action Requested: Schedule a public hearing for the July 24th Selectboard meeting to consider the FY24 proposed rate and fee schedule.

Discussion occurred regarding the summer meeting schedule.

**At 7:41pm Carter MOVED to Schedule a public hearing for the July 24th Selectboard meeting to consider the FY24 proposed rate and fee schedule. Callaghan SECONDED. All in favor**

**10. Item #10: 41:14a Process**

At Town Meeting this year we adopted this commonly available tool to execute property transactions, under certain conditions, outside of Town Meeting. The process is a little complicated, and requires some careful timing of meetings. Town Manager created a memo after consultation with Planning and Legal to outline how we intend to proceed at this time (which will delay some of the easements that are listed on this agenda).

Mr. Torpey outlined the timetable and schedule of the new process.

**Public Comment**

Kari Asmus, Etna had suggested some language previously about notification of abutters and would like the procedure updated with clarifications as to when a group can bring a petition to Town Meeting. She noted there are times when going to Town Meeting might be the better option than having three consecutive meetings two weeks apart.

Whitcomb noted that easements all go through site plan review so those wouldn't need the abutter notice, but it makes sense for large acquisitions.

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**3. Public Hearing to Accept the Campion Rink Drainage Easement and to Authorize the Town Manager to Execute all necessary documents**

The Trustees of Dartmouth College have prepared an Easement Deed regarding Campion Rink Drainage for the Town to accommodate the conveyance of stormwater from the Campion Arena site for the purpose of stormwater infiltration, treatment, and detention which will allow for the installation, construction, reconstruction, operation, maintenance, repair and replacement of stormwater management facilities in the Easement area. Town staff requests this Easement Deed be accepted and that the Selectboard authorize the Town Manager to execute all necessary documents.

~~Action Requested: Accept the Campion Rink Drainage Easement and authorize the Town Manager to execute all necessary documents on Monday evening.~~

Note: Please see memo on 41:14a process, as we cannot hold this public hearing to accept this easement until we complete additional steps outlined in the memo

No action was taken by the board on this item.

**4. Public Hearing to Accept Five Easement Deeds for North College Street Sidewalk Easement, North College Street Retaining Wall Easement, Hanover Inn – Porte Cochere Easement, Old Tuck Drive Sidewalk Easement, West Wheelock Sewer Pump Station and to authorize the Town Manager to execute all necessary documents**

The Town and Dartmouth College have been working on the above five projects for a number of years. These Easement Deeds that are now ready for recording are housekeeping items from these projects.

~~Action Requested: Accept the five Easement Deeds listed above and authorize the Town Manager to execute all necessary documents on Monday evening.~~

Note: Please see memo on 41:14a process, as we cannot hold this public hearing to accept this easement until we complete additional steps outlined in the memo.

No action was taken by the board on this item.

**5. Public Hearing to Accept Baum Conservation Area Property on behalf of the Hanover Conservation Commission, to accept a donation from the Baum Foundation in the amount of \$50,000 to fund maintenance and upkeep of conservation lands in Hanover and to authorize the Town Manager to accept and/or execute all necessary documents**

The board received a memo on this generous donation of property and funds to help maintain it. Because this property is being donated to the Conservation Commission, which accepts gifts under a different statute (RSA 36A), the 41:14a process does not apply. Accepting the first requires an affirmative vote from both the Selectboard and Conservation Commission.

Action Requested: Accept the Baum Conservation Area Property on behalf of the Hanover Conservation Commission, to accept a donation from the Baum Foundation in the amount of \$50,000 to fund maintenance and upkeep of conservation lands in Hanover and to authorize the Town Manager to accept and/or execute all necessary documents.

**At 7:54pm Callaghan MOVED, Pursuant to RSA 36A to approve the Acceptance of the Baum Conservation Area Property to the Hanover Conservation Commission, to accept a donation from the Baum Foundation in the amount of \$50,000 to fund maintenance and upkeep of conservation lands in Hanover and to authorize the Town Manager to accept and/or execute all necessary documents. Carter SECONDED the motion.**

Planning Director Rob Houseman gave background information on the process leading to tonight's actions.

**All in favor**

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#### **6. Public Hearing to Discuss and Adopt a Town Vision Zero Plan**

The Hanover Bike Walk Committee will present a draft Vision Zero plan for discussion and adoption. The goal of Vision Zero is to eliminate fatalities and severe vehicle, traffic, or pedestrian fatalities. Having an adopted plan also is a requirement for certain grants that we are looking at pursuing next year through the Shared Streets program that we discussed in the last meeting.

Action Requested: The Selectboard may vote to officially adopt the Vision Zero Plan.

Public hearing opened

Scot Drysdale from Bike Walk Committee gave a presentation to the board.

Rassias asked what the responsibilities are of the Town if/when this is adopted.

Scott said it's to take into consideration how to design things in safer ways.

Discussion occurred about liability and if that is affected or not if/when this is adopted.

Safe Streets for All is the grant that is being applied for that requires the adoption of this vision for consideration.

Whitcomb noted she is in support of acceptance.

Chamberlain noted one of the tools that we have is to use the safe systems approach consistently with the best practices we've learned.

Public comment:

Kari Asmus suggested some edits to the document. Discussion occurred.

Members of the Bike Walk committee were in favor of the changes.

**At 8:22pm, Whitcomb MOVED to adopt Vision Zero Hanover as modified in order to be more inclusive. Chamberlain SECONDED the motion. All in favor**

#### **7. Recommendation to Set Public Hearing on Monday, July 10, 2023 or Monday, July 24, 2023 to accept unanticipated funds in the amount of \$16,825.00 from the New Hampshire Office of Highway Safety to replace three radar systems and police overtime patrols and to authorize the Town Manager to Execute all Necessary Documents.**

There are two components to the NH Highway Safety Grant. One grant provides funds for officer's overtime wages to conduct extra patrols for DUI Enforcement, Speed Enforcement, Distracted Driving Enforcement, and Bike/Ped enforcement. Additionally, there is a 75/25 matching grant to replace 3 of the departments 6 aging radar units. The department has funds in the 2023/2024 department budget to cover the remaining amounts due for the radar units.

Action Requested: Set a Public Hearing for Monday, July 10, 2023 or July 24, 2023.

**At 8:23pm, Carter MOVED to Set Public Hearing on Monday, July 24, 2023 to accept unanticipated funds in the amount of \$16,825.00 from the New Hampshire Office of Highway Safety to replace three radar systems and police overtime patrols and to authorize the Town Manager to Execute all Necessary Documents. Whitcomb SECONDED the Motion. All in favor**

#### **8. Presentation by Hanover Bike Walk Committee re: Hanover Bike Walk Plan**

Members of the Hanover Bike Walk Committee will present their Hanover Bike Walk Plan. The Executive Summary for the Hanover Bike Walk Plan was in the board packet with additional information available on the Hanover Bike Walk page of the website.

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Patrick, Chair of Bike Walk gave a presentation to the board highlighting the reasons for the plan, the goals and targets. He described the website information and addressed the recommended action plans.

Public comment:

Lara Acker mentioned the cone educational display the committee put on and how positive the feedback has been with regard to having a visual tool to refer to.

Bill Young suggested as the plan goes forward, try to connect with Dartmouth better on safety and security information.

The board discussed how the plan will be utilized for DPW projects, along with the new master plan etc. and what the next steps are for approvals and budgeting processes.

Chamberlain addressed the financial implications and voiced her support of adopting the plan.

The board discussed the procedural options available.

Rassias noted that the immense work that has been done should be incorporated into the town's planning process as we move forward. It should be utilized as we work on the future of the town.

Rob Houseman, Planning Director explained the state of the master plan and how all of the various plans are utilized to inform decisions and budgets. His suggestion is for the board to accept the plan and forward it to the Planning department for full integration into the master plan.

**At 9:06pm, Callaghan MOVED to accept the Hanover Walk Bike plan as a guide to inform planning and delivery of town services further to be incorporated into the Hanover sustainable master plan and the development of the Capital Improvement Plan. Whitcomb SECONDED the Motion. All in favor**

### **9. Twin Pines Housing Introduction and Overview | Update & Discussion**

Andrew Winter and Beth Long from Twin Pines shared a presentation about Twin Pines Housing Trust for the Selectboard and public, providing an overview of the organization, its prior work, and goals related to affordable housing. This is an overview conversation about Twin Pines to ensure all members of the Board are familiar and have a chance to ask questions prior to making any decisions whether to partner with them on potential upcoming projects.

Board members asked some clarifying questions which were answered in depth by the Twin Pines representatives.

Public comment:

Kari Asmus inquired further about the process for the project and its timetable.

### **11. Discussion about July and August meeting date**

There was an expressed interest in scaling down summer meetings to just one meeting each month, which we fully support! Town staff have looked at calendars and would recommend that we cancel July 10th, and hold July 24th, and then cancel August 7th and hold August 21st. At the meeting in August, we can discuss the September dates.

\*Just a reminder that Selectboard meetings starting on July 24th will now begin at 7pm instead of 7:30pm.

The board discussed their availability for the proposed dates.

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**16. Review revised proposal from Hanover Improvement Society for Campion Rink**

The Selectboard voted during the FY 2023 budget process to provide \$200,000 to Campion Rink from the Bressett Fund. The prior proposal may not have met the guidelines of the Bressett Fund and the updated proposal is being provided for the Selectboard's reconsideration, having been revised based on feedback to better meet the Fund's guidelines.

Action Requested: Vote to support this project and disperse a total of \$200,000 to Hanover Improvement Society. This action then sends the request to the Trustees of Trust Funds for review consideration.

Whitcomb explained the Bressett fund and the purpose of it. She summarized what the Selectboard has already agreed to and what has since transpired after rereading what the Bressett money can and can't be used for. The proposal previously agreed to has now been revised and is before the board.

Don Derrick, Hanover Improvement Society gave additional details.

Whitcomb noted in 2012 she was nominated to become a member of the Hanover Improvement Society and has been a member for the past 10 years. The board agreed that she does not need to recuse herself from this issue.

**At 9:58pm, Rassias MOVED to accept the revised proposal from the Hanover Improvement Society for funding relating to Campion Rink and programs in the amount of \$100,000 for FY 23 and \$100,000 for FY 24. Carter SECONDED the Motion. All in favor**

**12. Discussion regarding Selectboard Liaison for Sustainable Hanover Committee and Capital Improvement Plan Committee**

Following up on our conversation in the last meeting, we need to determine these final appointments.

Action Requested: Appoint each of the remaining liaison positions.

The board reviewed the already assigned liaison positions and discussed the open positions.

Mr. Torpey outlined his thoughts on the Capital Improvement Plan committee. The board requested he write up the membership of the committee and what they are charged with so the board can decide if one or two liaisons are needed.

Sustainable Hanover Committee: Nancy Carter

Capital Improvement Plan: tabled to July 24

**13. Appointments – Conservation Commission**

Matthew Cunningham has expressed an interest in joining the Conservation Commission and Town staff have reviewed and recommend his appointment. Application materials are available for review.

Action Requested: Appoint Matthew Cunningham to the Conservation Commission

**At 10:08pm, Rassias MOVED Appoint Matthew Cunningham to the Conservation Commission. Carter SECONDED the Motion. All in favor**

**14. Appointments – Advance Transit Board**

Rob Houseman currently is serving on the Advance Transit board, and his term expires at the end of the month. The Town Manager strongly recommends re-appointing Rob, who has been and will continue to be a strong advocate for increasing transit options in our community and provides a great value to Advance Transit and the Town of Hanover in this position.

Action Requested: Re-appoint Rob Houseman to the Advance Transit

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**At 10:08pm, Whitcomb MOVED to reappoint Rob Houseman to Advance Transit. Rassias SECONDED the Motion. All in favor**

**15. Donations – Hanover Fire Department and Hanover Police Department and Parks and Recreation Department**

The New Hampshire Charitable Foundation has notified the Hanover Fire Department and Hanover Police Department of a \$1,000.00 donation for each Department from the Barrette Family Fund. These grants are to support the Fire General Fund and the Police General Fund.

Joseph and Maryam Paydarfar have made a donation in the amount of \$100.00 each to the Hanover Police Department and Hanover Fire Department in appreciation for all the Police and Fire Departments do to keep their neighborhood safe.

The Parks and Recreation Department received a donation from White River Toyota in the amount of \$1,300.00 and from Dartmouth College in the amount of \$1,500.00 to support this year's 4th of July Celebration.

Jerry and Pat Balkcom have made a donation in the amount of \$100.00 to the Etna Library for general use.

Action Requested: Accept the \$1,000.00 donations on behalf of the Hanover Fire Department and Hanover Police Department from the Barrette Family Fund.

Accept the \$100.00 donations from Joseph and Maryam Paydarfar on behalf of the Hanover Police Department and Hanover Fire Department.

Accept the \$1,300.00 donation from White River Toyota and \$1,500.00 donation from Dartmouth College on behalf of the Parks and Recreation Department to support their 4th of July Celebration.

Accept the \$100.00 donation from Jerry and Pat Balkcom on behalf of the Etna Library.

**At 10:09pm, Callaghan MOVED to accept all donations received and mentioned above. Whitcomb SECONDED the Motion. All in favor**

**17. Consent Agenda**

*This is a new agenda category as discussed and guided at the 5/1 Selectboard meeting to accommodate additional "business" approvals that the Selectboard, rather than staff, must approve. The entire consent agenda can be moved in one motion, or any item can be pulled out by a member to be voted on separately. Consent agenda should be done by a roll-call vote. We can adjust what goes in or out of the consent agenda over time as we work to make the best use of time in our meetings.*

**17a: Approval of May 1, 2023 and June 5, 2023 Minutes**

**17b: Town Manager Contract**

The board received a memo explaining the request to fix a small but important issue in the contract for the Town Manager. Because Hanover has no merit-based compensation program in practice, the change forgoes merit-based pay increases for the same COLA that other staff receive. This was discussed in January/February but fell off the priority list with the budget, Town Meeting, etc. The full language is included along with the memo.

**17c: Request for Abatement – 10 N. Balch Street**

Kevin McCurdy and Sarah Miles have made a request for abatements of the September 16, 2022 and December 21, 2022 water/sewer bills. It is believed the unusual high usage for these billing periods was due to the meter reaching the end of its life. A new meter was installed in February, 2023 which now shows a quarter of usage for comparison. The Department of Public Works recommends an abatement in this amount of \$5,656.00.

Action Requested: Approve an abatement in the amount of \$5,656.00 for property located at 10 N. Balch Street. Fix a small but important issue in the contract for the Town Manager.

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The board discussed the items presented on the consent agenda and decided they will remove all items from the consent agenda before acting on them tonight.

**17a: Approval of May 1, 2023 and June 5, 2023 Minutes**

**At 10:22pm, Rassias MOVED to approve the minutes of June 5<sup>th</sup> as amended. Carter SECONDED the Motion. All in favor**

**At 10:22pm, Whitcomb MOVED to approve the minutes of May 1<sup>st</sup> as submitted. Carter SECONDED the Motion. All in favor with Callaghan and Chamberlain abstaining**

**17b: Town Manager Contract**

Callaghan commented he would like to move toward the merit-based compensation program as soon as possible.

**At 10:25pm, Rassias MOVED to approve the change to the Town Manager contract as presented. Whitcomb SECONDED the Motion. All in favor**

**17c: Request for Abatement – 10 N. Balch Street**

**At 10:25pm, Callaghan MOVED to Approve an abatement in the amount of \$5,656.00 for the property located at 10 N. Balch Street. Whitcomb SECONDED the Motion. All in favor with Rassias abstaining**

**19. Other Business**

Rassias explained that previously the positions of Finance Director and Administrative Services Director were combined. Recently those were separated when the person in that role retired.

There is now a proposal to return to the combined job description which has been written to be posted as a new position. Mr. Torpey expounded on this item and the anticipated future plans for the organization (Town).

Whitcomb posed whether adding this additional layer of government to the town is the way to go.

Mr. Torpey further explained his vision for the change and the options available.

**At 10:42pm, Rassias MOVED to establish the position of full time Senior Assistant Clerk/Deputy Director of Administrative Services at grade 19 as presented. Callaghan SECONDED the motion. All in favor**

**At 10:46pm, Rassias MOVED to retitle the Director of Finance as the Director of Administrative Services/Director of Finance as presented. Callaghan SECONDED the motion. All in favor**

Chamberlain brought up the topic of a fatality in Hanover near Kendall and that it should be addressed along with other roadway concerns when Lyme road is resurfaced along with other road work that is planned.

**18. Town Reports**

a. Town Manager Report

- Human Resources/staffing
- Downtown Hanover
- Budget/Finance
- Other

b. Selectboard Report

- Whitcomb
  - Trustees of Trust funds meets tomorrow morning
- Rassias

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- Trescot Company met and reorganized
- Callaghan- None
- Chamberlain
  - Planning Commission annual meeting reported they've received many grants
  - E-bike lending library will be at Dartmouth tomorrow
- Carter- None

c. Any other committee report

- None

## **20. Adjournment**

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

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

The board entered non-public session at 11:04pm.

Respectfully Submitted,  
Jessica Marchant

## **SUMMARY**

### **Item 2**

**At 7:41pm Carter MOVED to Schedule a public hearing for the July 24th Selectboard meeting to consider the FY24 proposed rate and fee schedule. Callaghan SECONDED. All in favor**

### **Item 5**

**At 7:54pm Callaghan MOVED, Pursuant to RSA 36A to approve the Acceptance of the Baum Conservation Area Property to the Hanover Conservation Commission, to accept a donation from the Baum Foundation in the amount of \$50,000 to fund maintenance and upkeep of conservation lands in Hanover and to authorize the Town Manager to accept and/or execute all necessary documents. Carter SECONDED the motion. All in favor**

### **Item 6**

**At 8:22pm, Whitcomb MOVED to adopt Vision Zero Hanover as modified to be more inclusive. Chamberlain SECONDED the motion. All in favor**

### **Item 7**

**At 8:23pm, Carter MOVED to Set Public Hearing on Monday, July 24, 2023 to accept unanticipated funds in the amount of \$16,825.00 from the New Hampshire Office of Highway Safety to replace three radar systems and police overtime patrols and to authorize the Town Manager to Execute all Necessary Documents. Whitcomb SECONDED the Motion. All in favor**

### **Item 8**

**At 9:06pm, Callaghan MOVED to accept the Hanover Walk Bike plan as a guide to inform planning and delivery of town services further to be incorporated into the Hanover sustainable master plan and the development of the Capital Improvement Plan. Whitcomb SECONDED the Motion. All in favor**

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**Item 16**

**At 9:58pm, Rassias MOVED to accept the revised proposal from the Hanover Improvement Society for funding relating to Champion Rink and programs in the amount of \$100,000 for FY 23 and \$100,000 for FY 24. Carter SECONDED the Motion. All in favor**

**Item 13**

**At 10:08pm, Rassias MOVED Appoint Matthew Cunningham to the Conservation Commission. Carter SECONDED the Motion. All in favor**

**Item 14**

**At 10:08pm, Whitcomb MOVED to reappoint Rob Houseman to Advance Transit. Rassias SECONDED the Motion. All in favor**

**Item 15**

**At 10:09pm, Callaghan MOVED to accept all donations received and mentioned above. Whitcomb SECONDED the Motion. All in favor**

**Item 17**

**17a: Approval of May 1, 2023 and June 5, 2023 Minutes**

**At 10:22pm, Rassias MOVED to approve the minutes of June 5<sup>th</sup> as amended. Carter SECONDED the Motion. All in favor**

**At 10:22pm, Whitcomb MOVED to approve the minutes of May 1<sup>st</sup> as submitted. Carter SECONDED the Motion. All in favor with Callaghan and Chamberlain abstaining**

**17b: Town Manager Contract**

**At 10:25pm, Rassias MOVED to approve the change to the Town Manager contract as presented. Whitcomb SECONDED the Motion. All in favor**

**17c: Request for Abatement – 10 N. Balch Street**

**At 10:25pm, Callaghan MOVED to Approve an abatement in the amount of \$5,656.00 for property located at 10 N. Balch Street. Whitcomb SECONDED the Motion. All in favor with Rassias abstaining**

**Item 19**

**At 10:42pm, Rassias MOVED to establish the position of full time Senior Assistant Clerk/Deputy Director of Administrative Services at grade 19 as presented. Callaghan SECONDED the motion. All in favor**

**At 10:46pm, Rassias MOVED to retitle the Director of Finance as the Director of Administrative Services/Director of Finance as presented. Callaghan SECONDED the motion. All in favor**

**Item 20**

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

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

The board entered non-public session at 11:04pm.