

**SELECTBOARD MEETING**  
**October 9, 2023**  
**7PM - MUNICIPAL OFFICE BUILDING - HANOVER, NH**

The meeting of the Selectboard was called to order at 7p.m. by Chair Athos Rassias. Also present were: Joanna Whitcomb, Vice Chair, Nancy Carter, Selectboard Member, Carey Callaghan, Secretary, Jennie Chamberlain, Selectboard Member, Alex Torpey, Town Manager

Absent: None

**1. Opening of Meeting**

**a. Call to Order**

A. Rassias called the meeting to order.

**2. Public Hearing**

None

**3. Agenda Review**

**a. Agenda Review**

A. Rassias reviewed the order of the meeting agenda.

**4. Announcements/recognition**

**a. Employee Proclamation**

A proclamation honoring the service and life of Wayne Piekarski was read.

**5. Public Comment**

**a. Public may address the Board**

David Vincelette, 93 Lebanon St asked why the Town Manager won't call him back after several attempts since he was hired. He mentioned topics he has raised before such as asphalt waste pollution, Town action on his property in the past, and Town logo. He wondered why a public meeting would be held on Indigenous People's Day. He requests the fence on his property be removed and apologies be made.

**6. Business Requiring Discussion**

**a. FY 24-25 Budget Update**

Staff provided a brief update for the Selectboard on the FY 24-25 budget timeline, CIPC, and anticipated forecasting model for the November 6th discussion regarding ARPA funding, employee compensation and benefits, and tax rate setting. Preparation documents have been sent out to the board members for review.

The board discussed their expectations for the November 6<sup>th</sup> budget discussion regarding preparatory information needed and expected results/ actions following the discussion that evening.

**b. Upcoming Selectboard Goal Setting Workshop**

The Selectboard is having its first annual priority/goal setting workshop on October 18th. This opportunity to create a set of prioritized annual goals for FY 24-25 will help set the agenda for the year, ensure our goals are aligned with our longer-term goals, and ensure that the budget is created from community goals. The goals will be discussed internally among staff and then presented back to the Selectboard on November 6th for adoption.

A. Rassias commented that the preparatory information that was sent out is comprehensive and will take several hours to read through, so warned folks not to try to do it in one day.

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Board members noted the other municipal events going on that day/week including master plan public forum and Sustainable Hanover.

## **7. Business Requiring Action**

### **a. CIPC initial term setting**

We did not previously set term lengths for these appointments, and staff would like to create a one-year term (from appointment date) for all appointments to the CIPC. This will enable us to perform a review of the process and make any necessary changes after our initial year of having the CIPC in place.

### **At 7:33pm A. Rassias MOVED to set the term lengths for CIPC to one year.**

J. Chamberlain suggested all appointments be done at the same time of year by the Selectboard. Board members agreed and suggested August 1<sup>st</sup> as a good timeframe to set these annually. Therefore, the first term for CIPC will be less than a year with evaluation and reappointments in August of 2024.

**J. Chamberlain SECONDED. All in favor**

### **b. Parking Garage Rates and Parking Lot 7 Change of Hours**

Starting October 1st, we have a few changes we're planning to roll out to make parking in Hanover more convenient and we'd like the Selectboard's approval of these short-term changes to the rate/fee schedule, while we defer some larger/longer term discussions until next year.

Proposed changes:

- Parking garage free on Saturdays.
  - Currently it is free on Sundays, and self-enforced on Saturdays. By making it free on Saturdays, it's only a small revenue loss for the Parking Fund (and we may be able to not budget the position in the future, which may save money) but provides much expanded place for employees of businesses or visitors.
  - We also hope it encourages people to park in the garage and walk, especially if they are staying for a longer time, rather than parking in a street meter space
- We'd like to convert Lot 7 from two hours to ten hours.
  - This was discussed and the Selectboard agreed that this made sense. Parking believes it will have a positive impact on parking availability downtown.
- We'd also like to convert the Bank of America Fleet Deck lot back to 10 hours, from the current three hours.
  - In the last few weeks since the signs were installed, we have been monitoring parking flow, and there have been available spaces, often up to 10, every day on the deck at around 10-11am. Importantly, because Parking knows many of the cars by sight that park in the downtown, they have reported that numerous vehicles that used to park in the spots closer to the downtown, in meter spaces or in the lot behind Town Hall, are now parking in this lot, which is exactly what we want – moving longer term parking further away so that spaces closer to downtown have a high turnover.

Some discussion occurred regarding:

- What time the Deck lot has free spaces and whether Parking Enforcement should check it later in the day.
- Whether cutting the Saturday revenue is best at this time with the current parking fund deficit.
- The trade-off is the benefit to downtown businesses and removing the staff position salary should help.

Suggestion to add ParkMobile to the parking garage for ease of payment.

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A. Torpey commented these proposed changes are for short – term aid and a full review of these issues and many other parking procedures should be done. The Selectboard requested revenue loss and Park Mobile usage date by time of day as well as the last day the parking garage attendant was paid for working on a Saturday in the garage.

Additional conversation occurred regarding using land for parking versus other uses and promoting walking and biking.

**At 8:02pm C. Callaghan MOVED to approve the parking changes as presented for a trial basis to be revisited in early 2024. N. Carter SECONDED. All in favor**

**c. Approval of September 11, 2023 and September 18, 2023 Minutes**

**At 8:05pm J. Whitcomb MOVED to approve the minutes of September 11<sup>th</sup> as amended. A. Rassias SECONDED. All in favor**

**At 8:10pm C. Callaghan MOVED to approve the minutes of September 18<sup>th</sup> as amended. A. Rassias SECONDED. All in favor**

**d. Approval of Items i to iii by Consent**

**i. Donations – Etna Library; Hanover Parks and Recreation**

**Etna Library** – Etna Library has received a donation in the amount of \$300.00 from the New Hampshire Humanities Council, Inc. in support of on-going programs at the Library and a donation from Jerry and Pat Balkcom in the amount of \$100.00.

**Hanover Parks and Recreation** has received three additional donations to support the youth athletics teams. Those donations are: \$250.00 from Whitcomb Property Services; \$250.00 from Still North Books and Bar and \$450.00 from Supreme Mechanical Inc.

Action Requested: Accept the donation in the amount of \$300.00 from the New Hampshire Humanities Council and the donation in the amount of \$100.00 from Jerry and Pat Balcom on behalf of the Etna Library.

Accept the donations in the amount of \$250.00 from Whitcomb Property Services, \$250.00 from Still North Books and Bar and \$450.00 from Supreme Mechanical Inc. on behalf of the Parks and Recreation youth athletic teams.

**ii. Banner Request – Hopkins Center**

During construction Hopkins Center for the Performing Arts has received previous approval by the Selectboard to utilize three light post banners located on Lebanon Street for advertising. Their initial request expired on October 2, 2023. Hopkins Center has requested a continuation of the use of the three Lebanon Street light posts for an additional six months.

Action Requested: Approve Hopkins Center request to use three Lebanon Street light posts for an additional six months to hang advertising light post banners (October 2, 2023 – April 30, 2024).

**iii. Approval of Amended Bridge Bond Loan Documents**

At the July 13, 2021 Town Meeting warrant article 7 was approved, giving the Town authority to raise and appropriate \$950,000.00 for the purpose of capital repairs and renovations to selected bridges throughout the Town. The Town executed a General Obligation Note on December 10, 2021 for this amount. However, due to project timing and administrative changes, the Town did not draw the full amount of the Note by December 10, 2022 when the one-year line of credit expired.

The Town now seeks your approval of the amendment to the Note to draw the remaining balance.

Action Requested: Approve the Amended Bridge Bond Loan Documents

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(This item was tabled to be brought as an agenda item to a future meeting)

**At 8:10pm A. Rassias MOVED to approve consent agenda items i and ii. C. Callaghan SECONDED. All in favor**

A. Rassias read the donations to the Etna Library into the record.

## **8. Reports and Communications**

### **a. Town Manager Report**

Report will be provided at the October 16th meeting.

### **b. Selectboard and Committee Reports**

- J. Whitcomb
  - Hanover Sustainability
    - Master plan committee is meeting tomorrow for preparations for next week's public forum
- C. Callaghan
  - Hanover Finance Committee
    - They want to be part of the budget process in the fall and a few weeks prior to the final presentations
    - Board members suggested a representative should come to the November 6<sup>th</sup> meeting.
- A. Rassias had nothing to report.
- N. Carter
  - Downtown Hanover
    - Halloween on Allen St Oct 27 and 28 sponsored by Parks and Rec
- J. Chamberlain
  - Bike Walk
    - Dresden Walk and Roll event October 29<sup>th</sup>
    - Lebanon Library will be hosting the Upper Valley E-bike lending library
    - Transportation Management Association will hold their monthly meeting in Hanover and do a walking tour of the walking and biking improvements in Hanover
    - The counts were done for Dunster/Wyeth crosswalk by Upper Valley Regional Transportation Commission
      - 134 people crossed between 4-6 on one of the two days of counting
    - Citizen groups are looking into funding a feasibility study to connect West Lebanon and Hanover
    - She and others are looking forward to the Traffic Safety report later in October

## **9. Non public Session**

### **a. Move into Nonpublic Session**

Per NH RSA 91-A:3:II A, B, D E, I 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: Callaghan- yes, Whitcomb- yes, Rassias- yes, Carter- yes, Chamberlain- yes**

The board entered non-public session at 8:25pm.

b. Discussion pursuant to RSA 91-A:3 II (A)(B)(D)(E)(I)(L)

Respectfully Submitted,

Carey Callaghan, Secretary

**SUMMARY**

**Item 7a**

**At 7:33pm A. Rassias MOVED to set the term lengths for CIPC to one year. J. Chamberlain SECONDED. All in favor**

**Item 7b**

**At 8:02pm C. Callaghan MOVED to approve the parking changes as presented for a trial basis to be revisited in early 2024. N. Carter SECONDED. All in favor**

**Item 7c**

**At 8:05pm J. Whitcomb MOVED to approve the minutes of September 11<sup>th</sup> as amended. A. Rassias SECONDED. All in favor**

**At 8:10pm C. Callaghan MOVED to approve the minutes of September 18<sup>th</sup> as amended. A. Rassias SECONDED. All in favor**

**Item 7d**

**At 8:10pm A. Rassias MOVED to approve consent agenda items i and ii. C. Callaghan SECONDED. All in favor**

**Item 9a**

Per NH RSA 91-A:3:II A, B, D E, I 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: Callaghan- yes, Whitcomb- yes, Rassias- yes, Carter- yes, Chamberlain- yes**

The board entered non-public session at 8:25pm.