1. Public Comment

2. 1st Budget Hearing:
   a. Police
   b. Parking
   c. Howe Library
   d. MIS
   e. Assessing
   f. Human Resources
   g. Planning & Zoning
   h. Social Services
   i. Administrative Services
   j. Unallocated
   k. Town Manager
   l. Selectboard

3. Administrative Reports.

4. Selectboard Reports.

5. Other Business

6. Adjournment

Hearing enhancement equipment is available for use by the public.
TOWN of HANOVER
NOTICE OF PUBLIC MEETING
SELECTBOARD

Tuesday, March 3, 2020 – 5:00 PM
Board Room, Municipal Building
41 South Main Street, Hanover, NH

AGENDA

1. Public Comment

2. 2nd Budget Hearing:
   a. Fire
   b. Ambulance
   c. Parks and Recreation
   d. Public Works
   e. CIP
   f. Town Properties
   g. Water Reclamation
   h. Water Utility Fund

3. Administrative Reports.

4. Selectboard Reports.

5. Other Business

6. Adjournment

Hearing enhancement equipment is available for use by the public.
AGENDA

1. Public Comment

2. 3rd Budget Hearing:
   a. Etna Library
   b. Remaining Department Review
   c. Review of Budget Strategies
   d. Adoption of Proposed Budget for FY 2020/2021

3. Recommendation to Approve Copier Lease for Hanover Parks and Recreation

4. Approval of Minutes:
   a. January 27, 2020
   b. February 10, 2020

5. Banner Requests:
   a. Upper Valley Haven – Chefs of the Valley
   b. Dartmouth’s 2020 Homecoming
   c. Dartmouth’s 2020 Reunion

6. Administrative Reports.

7. Selectboard Reports.

8. Other Business

9. Adjournment

Hearing enhancement equipment is available for use by the public.

There has been a request for a non-public session to discuss items pursuant to RSA 91-a:3, II (c) and (e).
To: Selectboard Members
From: Julia N. Griffin, Town Manager
Date: February 28, 2020
Subject: Information for the Selectboard for March 2-4, 2020

Budget Presentation

Attached are the Agendas for your budget public hearings on Monday, Tuesday and Wednesday evening of next week. A reminder that our meetings are scheduled to begin at 5:00 p.m.

Recommendation to Approve Copier Lease for Hanover Parks and Recreation

As part of the adopted budget for FY 2019/2020, a copier replacement was funded for Hanover Parks and Recreation. The Town’s standard approach to a copier purchase is via the attached lease-purchase agreement. Town staff recommends that the Board authorize me to sign the documents on behalf of the Town.

Banner Request

I have attached a banner request from the Upper Valley Haven for the Chefs of the Valley overhead banner from April 12, 2020 to April 19, 2020. If approved by the Board, we can accommodate this request.

I have attached a banner request from Dartmouth College for Dartmouth’s 2020 Homecoming overhead banner from September 27, 2020 to October 4, 2020. If approved by the Board, we can accommodate this request.

I have attached a banner request from Dartmouth College for Dartmouth’s 2020 Reunion overhead banner from June 14, 2020 to June 21, 2020. If approved by the Board, we can accommodate this request.
LEASE AGREEMENT

CANON SOLUTIONS AMERICA, INC.

COMPANY LEGAL NAME

HANOVER TOWN OF

BILLING ADDRESS

41 SOUTH MAIN STREET

EQUIPMENT ADDRESS

48 LEBANON ST BLACK RECREATION CTR

COMPANY DBA

TOWN OF HANOVER

CITY

HANOVER

CITY

HANOVER

COUNTY

GRAFTON

COUNTY

GRAFTON

STATE

NH

STATE

NH

ZIP

03755

ZIP

03755-2129

PHONE

603-640-3204

PHONE

(908) 275-0200

LEASE AGREEMENT

Agreement Date: S106505.01

LEASE AGREEMENT

CFS 1000 AG04

LEASING AGREEMENT

SPECIAL INSTRUCTIONS

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# ACQUISITION AGREEMENT LEASE OR PURCHASE

National IPA

S1060650.01

<table>
<thead>
<tr>
<th>Salesperson</th>
<th>Customer Account: 5687387</th>
<th>Order Date: 2 / 14 / 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Customer (&quot;you&quot;):</strong></td>
<td><strong>Ship To:</strong></td>
<td><strong>Customer Account: 1855917</strong></td>
</tr>
<tr>
<td>Company: HANOVER TOWN OF</td>
<td>Company: TOWN OF HANOVER</td>
<td></td>
</tr>
<tr>
<td>Address: 41 SOUTH MAIN STREET</td>
<td>Address: 46 LEBANON ST BLACK RECREATION CTR</td>
<td></td>
</tr>
<tr>
<td>City: HANOVER</td>
<td>City: HANOVER</td>
<td></td>
</tr>
<tr>
<td>County: GRAFTON</td>
<td>County: GRAFTON</td>
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<tr>
<td>State: NH</td>
<td>State: NH</td>
<td></td>
</tr>
<tr>
<td>Zip: 03755</td>
<td>Zip: 03755-2129</td>
<td></td>
</tr>
<tr>
<td>Phone #: 603.640.3204</td>
<td>Phone #: 603.643.0742</td>
<td></td>
</tr>
<tr>
<td>Contact: PAT COUTERMARCH</td>
<td>Contact: COREY STEVENS</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:PAT.COUTERMARCH@HANOVERNH.ORG">PAT.COUTERMARCH@HANOVERNH.ORG</a></td>
<td>Email: <a href="mailto:COREY.STEVENS@HANOVERNH.ORG">COREY.STEVENS@HANOVERNH.ORG</a></td>
<td></td>
</tr>
</tbody>
</table>

## Lease or Purchase:

- You agree to lease the items listed below or in any addendum(s) to this Agreement from the Leasing Company identified below, at the fixed periodic lease payments indicated below or in any addendum(s) to this Agreement and for the fixed term specified in the lease agreement between you and the Leasing Company. Delivery to you of the items specified is contingent on you signing a lease agreement with the Leasing Company.

## Please Print

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Product Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Periodic Lease Payment or Purchase Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3275C003</td>
<td>IMAGERUNNER ADVANCE C5540i 3</td>
<td>1</td>
<td>162.35</td>
<td>Included</td>
</tr>
<tr>
<td>0609C002</td>
<td>CASSETE FEEDING UNIT-AM1</td>
<td>1</td>
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<td>Included</td>
</tr>
<tr>
<td>0614C002</td>
<td>BOOKLET FINISHER-Y1</td>
<td>1</td>
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<td>Included</td>
</tr>
<tr>
<td>0619C002</td>
<td>BUFFER PASS UNIT-L1</td>
<td>1</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>2368V120</td>
<td>MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM</td>
<td>1</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>3537V001</td>
<td>INSTALL PAK C5535I &amp; C5540I</td>
<td>1</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>IntSupplies</td>
<td>Pre-install supplies installed in machine</td>
<td>1</td>
<td>Included</td>
<td>Included</td>
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</table>

This transaction shall be governed in all respects by the Terms and conditions of contract # F10-0251-18 dated 10-1-2018 between Canon Solutions America, Inc. and DuPage County and any terms and conditions which conflict with or vary from the contract terms shall be deemed null and void.

### Payment Terms

- Check with Order
- Net 30
- Lease
- Other

### Other Requirements

- P.O. Required
- P.O. #
- Tax Exempt (Attach Certificate)
- Customer Declines Equipment Maintenance

### Shipping Instructions

- Name: COREY STEVENS
- Phone: 603.643.0742
- Special Delivery/Installation Instruction

### Customer Delivery Information

- Name: COREY STEVENS
- Phone: 603.643.0742
- Email: COREY.STEVENS@HANOVERNH.ORG

### Customer IT Contact Information

- Name: COREY STEVENS
- Phone: 603.643.0742
- Email: COREY.STEVENS@HANOVERNH.ORG

BY YOUR SIGNATURE BELOW, YOU AGREE TO LEASE OR PURCHASE, AS SPECIFIED ABOVE. THE ITEMS LISTED ABOVE OR IN ANY ADDENDUM(S) TO THIS AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT, CONSISTING OF TWO PAGES INCLUDING THIS FACE PAGE. THE ADDITIONAL TERMS AND CONDITIONS ON PAGE 2 HEREOF AND IN ANY ADDENDUM(S) HERETO ARE INCORPORATED AND MADE PART OF THIS AGREEMENT.
MAINTENANCE AGREEMENT
"National IPA"

Related Acquisition Agreement # S1060650.01

Customer (you): HANOVER TOWN OF
Customer Account:

Company: Canon Solutions America, Inc. (“CSA”)
One Canon Park, Malvern, PA 19355
(800) 613-2228

Order Date: 2 / 14 / 2020
Salesperson: Paul L. Cook

Company: TOWN OF HANOVER
Customer Account:

Address: 41 SOUTH MAIN STREET
City: HANOVER
State: NH
Zip: 03755
Phone #: 603.643.3204
Fax #: 603.643.0742

Contact: PAT COUTERMARCH
Email: PAT COUTERMARCH@HANOVERNH.ORG

Address: Please View Below
City: HANOVER
State: NH
Zip: 03755
Phone #: 603.643.0742
Fax #: 603.643.0742

Contact: COREY STEVENS
Email: COREY.STEVEINS@HANOVERNH.ORG

For each unit of Equipment listed, you shall indicate specific contact and location (if different than above) in the table below or in any Addendum to this Agreement.

### Maintenance Billing Entity

<table>
<thead>
<tr>
<th>Billing Entity</th>
<th>PO Required</th>
<th>Meter Read Collection Options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>imageWARE Remote unless noted in table below*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W = myCSA website</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Base Charge Billing Cycle

<table>
<thead>
<tr>
<th>Billing Cycle</th>
<th>Initial Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
<td>Quarterly</td>
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<tr>
<td>60 Months (min, 12)</td>
<td></td>
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</tbody>
</table>

### Coverage Plan

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Per Unit</th>
<th>Fleet</th>
<th>Aggregate</th>
</tr>
</thead>
<tbody>
<tr>
<td>If adding the Equipment below to existing an Aggregate, provide either a contract # or serial # under Aggregate.</td>
<td></td>
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</table>

### Excess Per Image* Charge Billing Cycle

<table>
<thead>
<tr>
<th>Price Plan</th>
<th>Consumables Inclusive</th>
<th>Toner Fulfillment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>Fixed</td>
<td></td>
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<tr>
<td>Toner</td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

### Coverage

<table>
<thead>
<tr>
<th>Base Charge in excess of Covered Images</th>
<th>Corporate Advantage</th>
<th>At Meter Method*</th>
</tr>
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<tbody>
<tr>
<td>B &amp; W Color</td>
<td>Long Sheet</td>
<td></td>
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<tr>
<td>Per Image Charge in excess of Covered Images</td>
<td>$0.00</td>
<td>No</td>
</tr>
</tbody>
</table>

### Subtotal

<table>
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<tr>
<th>Subtotal from Supplemental Addendum</th>
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### Customer Satisfaction Policy

If you are not satisfied with the performance of your Canon or Oce brand product, upon your written request, CSA in its sole discretion will repair or replace the product with a like unit with equivalent capabilities. Prior to replacement, CSA shall have had the opportunity to return the product to good working order in accordance with the terms of this agreement. This policy shall apply for 3 years from the date of installation or for the initial term of any CFS Lease, if longer, provided you are not in default of this Agreement and such maintenance services have not been canceled or terminated.

BY YOUR SIGNATURE BELOW, YOU AGREE TO PURCHASE THE MAINTENANCE SERVICES SPECIFIED ABOVE. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT, CONSISTING OF 2 PAGES INCLUDING THIS FACE PAGE, THE ADDITIONAL TERMS AND CONDITIONS ON PAGE 2 HEREOF AND IN ANY ADDENDUM(S) HERETO, ARE INCORPORATED AND MADE A PART OF THIS AGREEMENT.

Customer's Authorized Signature

Printed Name: _____________________________
Title: _____________________________
Date: _____________________________

SER-023N July 18 2019 CSA

*Each image is equal to 1 printed page except for Oce brand Wide Format products in which case each image is equal to one (1) square foot.*
LEASE UPGRADE, TRADE-IN, RETURN OR BUY-OUT REIMBURSEMENT ADDENDUM TO AGREEMENT # S1066850.01 (the “AGREEMENT”)

Customer (“You”): Customer Account: 5687387
Company: HANOVER TOWN OF
Address: 41 SOUTH MAIN STREET
City: HANOVER County: GRAFTON
State: NH Zip: 03755 Phone: 603.840.3204
Email: PAT.COUTERMARCH@HANOVERNH.ORG

Lease Upgrade or Buy-out Acknowledgement
If this transaction includes a lease upgrade or buy-out to be paid upon delivery and acceptance of the Equipment listed on the Agreement, select one of the following:
☑ Not Applicable
☐ You will return the equipment to the leasing company according to the terms and conditions of your lease agreement.
☐ CSA will return the equipment to the leasing company per Section 2 below.
☐ You will retain the equipment.

List the leasing company and lease number associated with any lease upgrade or buy-out.

Leasing Company Name: CFS
Lease Number: 001-0094287-007

Return Authorization
Please select one:
☐ Trade-in
☑ Return Equipment to selected Leasing Company
☐ Return Equipment to CSA. Original Order Date 3/9/2016

You have agreed to acquire from CSA certain Listed Items pursuant to the Agreement. By your signature below, you agree to supplement the terms of the Agreement as follows:
1. If Buy-Out Reimbursement is selected: The Buy-Out Reimbursement indicated above will be paid directly to the designated party by CSA upon inscription and testing of the listed items and payment to CSA (by you or your Leasing Company) of the purchase price for the listed items. The Buy-Out Reimbursement will be paid for the sole purpose of reimbursement of early termination charges or fees and associated expenses payable for (a) early termination of the lease of the Trade-in or Return Equipment or for other equipment being replaced by the listed items under the Agreement, (b) refinancing the lease of other equipment, (c) preparation of the site for installation of listed Items. You acknowledge and agree that CSA’s financial obligations is limited to the Buy-Out Reimbursement amount, and that you are responsible for any other obligations, including any charges which are not covered by the Buy-Out Reimbursement.
2. If Trade-in Equipment is selected: You hereby authorize CSA to pick up the Trade-in or Return Equipment listed above. You agree to pay CSA’s removal charge if, on the date specified above, the Trade-in or Return Equipment is unavailable for pickup and removal through no fault of CSA. Trade-in Equipment shall be conveyed to CSA, and (a) you represent that CSA will receive good and marketable title to each item of Trade-in Equipment, free and clear of any and all liens and conditional interests, (b) you warrant that the Trade-in Equipment will be delivered to CSA unless specified above that the trade-in is on an “As is” basis, (c) you warrant that the Trade-in Equipment will be delivered to CSA in good working condition, reasonable and fair condition, and (d) you shall make the Trade-in Equipment available for pickup by CSA on the relevant date specified above. If you breach or fail to comply with any of the foregoing, CSA may, without limiting its other remedies under applicable law, return the Trade-in Equipment to you at your expense and cannot be held liable.
3. DATA: You acknowledge that the hard drive(s) on the equipment, including attached devices, may retain information, content or other data that may require for purposes of normal operation of the equipment (“Data”). You acknowledge that CSA is not storing Data on behalf of you and that exposure or access to the Data by CSA, if any, is purely incidental to the services performed by CSA. Neither CSA nor any of its affiliates has an obligation to erase or overwrite Data upon your return of the Equipment to CSA or any leasing company. You are solely responsible for (i) your compliance with applicable law and legal requirements pertaining to data privacy, storage, security, retention and protection; and (ii) all decisions related to erasing or overwriting Data. The terms of this section shall solely govern as to Data, notwithstanding that any provisions of this Agreement or any separate confidentiality or data security or other agreement nor hereafter entered into between you and CSA could be construed to apply to Data.

THIS ADDENDUM SHALL BECOME EFFECTIVE AT THE SAME TIME AS THE AGREEMENT BECOME EFFECTIVE IN ACCORDANCE WITH THE TERMS THEREOF. EXCEPT AS SUPPLEMENTED HEREBY THE AGREEMENT SHALL REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

Customer’s Authorized Signature
Printed Name
Title
Date
SLS-0048 April 2019 CSA
February 18, 2020

To the Hanover Select Board:

On behalf of the Chefs of the Valley committee and the Upper Valley Haven, I am writing to seek approval from you to display a banner over Main Street advertising our annual event, Chefs of the Valley. This event will be held on Sunday, April 26, 2020 at the Hanover Inn. The event includes chef tastings, a silent auction, and a performance by the Dartmouth Aires.

We would be grateful if the banner could be up the week of April 12-19, 2020; our second choice would be April 20-26, 2020.

Last year, Chefs of the Valley raised approximately $45,000. As you probably know, the Upper Valley Haven provides critical services in the areas of food, shelter, education, and service coordination to members of our community struggling with homelessness and poverty.

We will be using the same banner that was approved last year by the Hanover Select Board. Our banner does not include specific dates, but points community members to our website. Please let me know if you have any questions. We look forward to hearing back from you.

Sincerely,

Ashley Wood
Communications & Events Manager
(802) 478-1806
awood@uppervalleyhaven.org
March 2, 2020

Board of Selectmen
Town of Hanover
PO Box 483
Hanover, NH 03755

To the Hanover Board of Selectmen:

On behalf of Dartmouth College Advancement Events, I am writing to seek approval from the Hanover Board of Selectmen to display a banner over Main Street to welcome alumni back to campus for Dartmouth's 2020 Homecoming. This year's homecoming will take place October 2 and 3. The banner would be displayed for the week of September 27 through October 4.

Each year, Dartmouth Homecoming draws alumni and their families back to Hanover, and provides a significant opportunity for local businesses, as attendees are always excited to both revisit favorite restaurants and stores and to explore the area's new offerings.

A PDF of our banner design is attached for your review.

Please let me know if there are any questions or concerns. We look forward to your response.

Lori A. Harris
Lori.A.Harris@dartmouth.edu
Director
Advancement Events
Dartmouth College
March 2, 2020

Board of Selectmen
Town of Hanover
PO Box 483
Hanover, NH 03755

To the Hanover Board of Selectmen:

On behalf of Dartmouth College Advancement Events, I am writing to seek approval from the Hanover Board of Selectmen to display a banner over Main Street to welcome alumni back to campus for Dartmouth's 2020 Reunion. This year's Reunion will take place from June 11-21, with the majority of attendees on campus the 18-21. The banner would be displayed for the week of June 14-21, 2020.

We expect Reunion to bring several thousand alumni, friends and family members to Hanover, providing a significant opportunity for local businesses, as attendees are always excited to both revisit favorite restaurants and stores and to explore the area's new offerings.

A PDF of our banner design is attached for your review.

Please let me know if there are any questions or concerns. We look forward to your response.

Lori A. Harris
Lori.A.Harris@dartmouth.edu
Director
Advancement Events
Dartmouth College