



# TOWN OF HANOVER

## NEW HAMPSHIRE

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### ANNUAL REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2013 & 2014 TOWN MEETING



### ANNUAL TOWN MEETING

Tuesday, May 13, 2014

Voting: 7:00 a.m. to 7:00 p.m.

Business Meeting: 7:00 p.m.

Hanover High School Gymnasium

41 Lebanon Street

# HANOVER FIRE DEPARTMENT

## CHIEF ROGER BRADLEY

### RETIREMENT



Roger has a collective 49 years of service with the Town, beginning as a call volunteer Firefighter when he was a sophomore at Hanover High School.

He will be a tough act to follow.

*Julia Griffin, Town Manager*

Forty-four years ago, as a very young lad, Roger became a fireman, with his heart very glad.

He sat down on Main Street, and watched without horror, as the pedestrians bent to pick up a glued quarter.

Soon a new station was built way out on Lyme Road and the fire crew was moved to begin a new mode.

LT. Bradley they called him as he moved up the ranks, it was a new job for a young man, he accepted with thanks.

But the job was short lived, it was ever so brief, and Roger moved up to be Deputy Chief.

He rewrote department history with each move he made, eliminating the old job and changing the trade.

The title Chief now preceded his name, and he settled in for a long run of honor and fame.

Budget time rolled around year after year, it filled Roger from head to toes with great fear.

One year the question that was put on the line, was to buy fireman new unnies, so they would look fine.

The selectmen did not know just what he had in mind, til Roger stepped forward to model, showing the front and behind.

He worked very hard to make Hanover safe and secure, adding sprinklers and smoke detectors became a very good cure,

Life became mundane, in fact rather boring; the usual sound heard at the station was that of men snoring.

To break up the stupor they awoke with alarm, to find the police station next door burning with great harm.

The fire was put out in a very short time, and peace reigned again on a street they called Lyme.

Roger served as the Chief for 26 long years, and received lots of kudos, and lots of loud cheers.

He has served well, and treated the public with care, imparted his wisdom and his knowledge to share.

So Roger, we thank you for all you have done, now let's all go home and see if the Patriots won!

*Written by Marilyn "Willy" Black*

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**TOWN OF HANOVER DIRECTORY**

<b><u>Department</u></b>	<b><u>Phone</u></b>	<b><u>E-Mail</u></b>
Animal Control	643-2222	<a href="mailto:policedept@hanovernh.org">policedept@hanovernh.org</a>
Assessing Department	643-0703	<a href="mailto:assessor@hanovernh.org">assessor@hanovernh.org</a>
Cemeteries	643-3327	<a href="mailto:dpw@hanovernh.org">dpw@hanovernh.org</a>
Community Outreach Officer	640-3219	
Etna Library	643-3116	<a href="mailto:etna.library@hanovernh.org">etna.library@hanovernh.org</a>
Finance and Administration	640-3204	
Fire Department (Non-Emergency)	643-3424	<a href="mailto:firedept@hanovernh.org">firedept@hanovernh.org</a>
General Assistance Coordinator (Welfare)	640-3209	<a href="mailto:humanresources@hanovernh.org">humanresources@hanovernh.org</a>
Health Officer	643-0701	
Howe Library	643-4120	<a href="mailto:circulation@thehowe.org">circulation@thehowe.org</a>
Human Resources Department	640-3208	<a href="mailto:humanresources@hanovernh.org">humanresources@hanovernh.org</a>
MIS Department	640-3222	
Parking Division	640-3220	<a href="mailto:parking@hanovernh.org">parking@hanovernh.org</a>
Police Department/Dispatch (Non-Emergency)	643-2222	<a href="mailto:policedept@hanovernh.org">policedept@hanovernh.org</a>
Planning & Zoning Department	643-0708	<a href="mailto:planning@hanovernh.org">planning@hanovernh.org</a>
Public Works/ Highway Department	643-3327	<a href="mailto:dpw@hanovernh.org">dpw@hanovernh.org</a>
Parks & Recreation Department (Richard W. Black Center)	643-5315	<a href="mailto:recdept@hanovernh.org">recdept@hanovernh.org</a>
Senior Center	643-5531	
Tax Collector	640-3201	<a href="mailto:townclerk@hanovernh.org">townclerk@hanovernh.org</a>
Town Clerk	640-3200	<a href="mailto:townclerk@hanovernh.org">townclerk@hanovernh.org</a>
Town Hall – Main Directory	643-0742	
Town Manager’s Office	643-0701	<a href="mailto:townmgr@hanovernh.org">townmgr@hanovernh.org</a>
Water Department	643-3439	
Water Reclamation Department	643-2362	

**FACILITY LOCATIONS & BUSINESS HOURS**

<b>Etna Library:</b> 130 Etna Road	Mon & Thurs 2:00 p.m. - 7:00 p.m. Tues 9:00 a.m. - 2:00 p.m. Wed 2:00 p.m. - 6:00 p.m. Fri 9:00 a.m. - 4:00 p.m. Sat 10:00 a.m. - 12:00 noon <i>Closed on Sundays</i>
<b>Fire Department:</b> 48 Lyme Rd	Sun – Sat 24 hours/day
<b>Howe Library:</b> 13 South Street	Mon – Thurs 10:00 a.m. - 8:00 p.m. Fri 10:00 a.m. - 6:00 p.m. Sat 10:00 a.m. - 5:00 p.m. Sun 1:00 p.m. - 5:00 p.m.
<b>Parking Division:</b> 41 South Main Street	Mon – Fri 8:30 a.m. - 4:30 p.m.
<b>Parks &amp; Recreation:</b> 48 Lebanon Street Richard W. Black Center	Mon – Fri 9:00 a.m. - 6:00 p.m. Saturday 10:00 a.m. – 6:00 p.m. <i>Closed Saturdays in July &amp; August</i> <i>Open by appointment Sundays and summer Saturdays</i>
<b>Police and Dispatch Departments:</b> 46 Lyme Rd	Sun – Sat 24 hours/day
<b>Public Works Department:</b> 194 Lebanon St. (Rt. 120)	Mon – Fri 7:00 a.m. - 3:30 p.m.
<b>Senior Center:</b> 48 Lebanon Street	Mon – Fri 12:30 p.m. - 4:30 p.m.
<b>Town Hall:</b> 41 South Main St	Mon – Fri 8:30 a.m. - 4:30 p.m.

*For current information, Town business calendar and meeting minutes, go to: [www.hanovernh.org](http://www.hanovernh.org)  
Sign up to receive E-News from the Town of Hanover. Go to: [www.hanovernh.org/subscriber](http://www.hanovernh.org/subscriber)*

## Town Officials Boards and Committees

### Elected Officials - Ballot Vote

#### Board of Selectmen

*3 year term - Ballot Vote*

<i>Chr</i>	Peter L. Christie	5/2014
	William V. Geraghty	5/2014
<i>Sec</i>	Nancy A. Carter	5/2015
<i>VChr</i>	Jay C. Buckey, Jr.	5/2015
	Athos J. Rassias	5/2016

#### Etna Library Board of Trustees

*3 year term - Ballot Vote*

Kim P. Wilson	5/2014
Ginger E. Boitnott	5/2015
Elizabeth L. Cornell	5/2016

#### Moderator

*2 year term - Ballot Vote*

Stephens Fowler	5/2014
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#### Supervisors of the Checklist

*6 year term - Ballot Vote*

Elaine Hawthorne	5/2014
Linda McWilliams	5/2016
Arlene Mahler	5/2018

#### Town Clerk

*3 year term - Ballot Vote*

Elizabeth A. McClain	5/2016
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#### Trustees of Trust Funds

*3 year term - Ballot Vote*

<i>Chr</i>	Paul Gardent	5/2014
	Judson (Jay) Pierson	5/2015
	Brian Doyle	5/2016

### Elected Officials - Nominated at Town Meeting

#### Advisory Board of Assessors

*3 year term - Nominated at Town Mtg by Majority Vote*

Joe Roberto	5/2014
Katherine S. Connolly	5/2015
Judson (Jay) Pierson	5/2016
Athos J. Rassias - <i>Select Board Rep</i>	
Peter L. Christie - <i>Select Board Rep - ALT</i>	

#### Fence Viewers

*1 year term - Nominated at Town Mtg by Majority Vote*

William F. Garrity	5/2014
Robert Grabill	5/2014

#### Pine Park Commissioner

*3 year term - Nominated at Town Mtg by Majority Vote*

Linda Fowler	5/2016
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#### Surveyors of Wood and Timber

*1 year term - Nominated at Town Mtg by Majority Vote*

Ed Chamberlain	5/2014
John Richardson	5/2014

### Appointed Officials - Appointed by the Board of Selectmen

#### Advanced Transit Board

*Appointed by the Board of Selectmen*

William R. Baschnagel	1/2014
Carolyn Radisch	9/2016

#### Affordable Housing Commission

*3 year term - Appointed by the Board of Selectmen*

<i>Chr</i>	Bruce Altobelli	9/2015
	Donald Derrick	9/2015
	Robert Chambers	9/2015
	Edward Grampp, Jr.	9/2015
	Bob Strauss	9/2016
	Chip Brown	9/2016
	James Reynolds	9/2016
	Vacancy	
	Vacancy	
<i>Alt.</i>	Len Cadwallader	<i>tbd</i>
<i>Alt.</i>	Joan Collison	9/2015

**Bike/Pedestrian Committee**

*Appointed by the Board of Selectmen*

- Chr* David Dostal
- VChr* Athos J. Rassias - *Select Board Rep*
- Sec* Joanna Whitcomb
- Tim Cox
- Doug Deaett
- Scot Drysdale
- Hugh Mellert
- Charlie Sullivan, Ex Officio
- Carol Perera Weingeist
- Bill Young
- Sloane Mayor
- Barbara McIlroy
- Sam Brudick
- Kelly Dole
- Michael Evans - *Police Dept Rep*

**Building Code Advisory Board**

*3 year term - Appointed by the Board of Selectmen*

- Jack Wilson *tbd*
- Bruce R. Williamson 9/2016
- Randy T. Mudge 9/2016

**Chamber of Commerce**

- William V. Geraghty - *Select Board Rep*
- Julia N. Griffin - *Town Manager*

**Conservation Commission**

*3 year term - Appointed by the Board of Selectmen*

- Alan Saucier 9/2014
- VChr* Douglas McIlroy 9/2015
- Chr* Ed Chamberlain 9/2016
- Vacancy - Full Member*
- Vacancy - Full Member*
- Alt.* *Vacancy - Alternate* 9/2013
- Alt.* Jim Kennedy 9/2014
- Alt.* John M. Trummel 9/2014
- Michael Mayor - *Plan. Bd. Rep* 9/2014
- Peter L. Christie - *Select Board Rep*

**Friendship/Sister Cities Advisory Committee**

- Katherine S. Connolly

**Hanover Finance Committee**

*3 year term - Appointed by Town Moderator &*

*Hanover School District Moderator*

- Daryl Press *tbd*
- Chr* Heidi Postupack 9/2014
- Kristi Fenner 9/2015

**Hanover Finance Committee - Continued**

- Michael Gerling 9/2015
- John Ruth 9/2015
- Kevin Cotter - *School Rep*
- Jay C. Buckey, Jr. - *Select Board Rep*
- Peter L. Christie - *Select Board Rep - ALT*

**Hanover Improvement Society**

- William V. Geraghty - *Select Board Rep*

**Howe Library Board of Trustees**

*3 year term - Elected by Howe Corp at Annual Mtg*

- Treas* Rick Sayles *tbd*
- Jayne Costello *tbd*
- Chr* Steven Lubrano 2014
- VChr* Mary Allen 2014
- Sec* William Ghezzi 2014
- Ginia Allsion 2014
- Laura Rice 2014
- Colleen Rozzi 2014
- Ann Malenka 2015
- Bill Thomas 2015
- Andrew Bernard 2016
- Rich Brown 2016
- Sarah Buckey 2016
- Martha Robb 2016
- Nancy A. Carter - *Select Board Rep*
- Mary White - *Director of Howe Library*

**Parking and Transportation Board**

*3 year term - Appointed by the Board of Selectmen*

- Mark Knight *tbd*
- Matt Marshall *tbd*
- Janet Rebman - *Chamber Rep* *tbd*
- CoChr* Bill Barr - *Dart. College Rep* 9/2014
- Richard Brannen 9/2014
- Vacancy - Planning Board Rep*
- William R. Baschnagel - *Community Rep*
- Planning/Zoning Director
- Julia N. Griffin - *Town Manager*
- Patrick O'Neill - *Parking Division*
- U.V.L.S.R.P.C.
- Police Chief
- Peter Kulbacki - *Public Works Director*

### **Parks and Recreation Board**

*3 year term - Appointed by the Board of Selectmen*

	Darlene Roach-Branche	9/2014
VChr	Amy Vienna	9/2014
Sec	Kathy Boghosian	9/2015
	Kathi Whitmore	9/2015
	Jeff Graham	9/2016
Chr	Dean Lacy	9/2016
	Tom Lyons	9/2016
	William V. Geraghty - <i>Select Board Rep</i>	

### **Planning Board**

*3 year term - Appointed by the Board of Selectmen*

	Michael Mayor	9/2014
	Iain Sim	9/2015
	Katherine S. Connolly	9/2015
	Joan Garipay	9/2015
Chr	Judith Esmay	9/2016
VChr	<i>Vacancy - Full Member</i>	
Alt.	Jon Criswell	9/2017
Alt.	Brian Edwards	9/2017
Alt.	<i>Vacancy</i>	
	Nancy A. Carter - <i>Select Board Rep</i>	
	Jay C. Buckey, Jr. - <i>Select Board Rep - ALT</i>	

### **Senior Citizen Advisory Committee**

*3 year term - Appointed by the Board of Selectmen*

	Marilyn Blodgett	9/2014
	Marcie Ann Kennedy	9/2014
	Shirley Montgomery	9/2014
	Nancy C. Pierce	9/2014
	Marilyn "Willy" Black	9/2015
	Sue Matless	9/2016
	Lee Monaco	9/2016
	Gail Schaal - <i>Senior Center Coordinator</i>	

### **Sustainable Hanover Committee**

*3 year term - Appointed by the Board of Selectmen*

	MaryAnn Cadwallader	9/2014
	Yolanda Baumgartner	9/2014
	Chris Kennedy	9/2015
	Amanda Charland	9/2015
	Lyn Miller	9/2015
	Susan Edwards	9/2015
Chr	David McManus	9/2016
	Marjorie Rogalski	9/2016
	Chris Soderquist	9/2016
	Larry Litten	9/2017
	Rosilie Kerr - <i>DC Sustainability Director</i>	
	Peter Kulbacki - <i>Director of Public Works</i>	

### **Trescott Company Board**

*Pres Peter L. Christie - Select Board*

Vpres	Richard Mills
Treas	Ellen Arnold - <i>Dartmouth College</i>
Sec	Julia Griffin - <i>Town Manager</i>
	Edward Gramp - <i>Dartmouth College</i>
	Jay C. Buckey, Jr. - <i>Select Board</i>

### **Upper Valley Lake Sunapee Council**

#### **Representatives**

Joanna Whitcomb	9/2014
Katherine S. Connolly	9/2015
Jonathan Edwards	9/2016

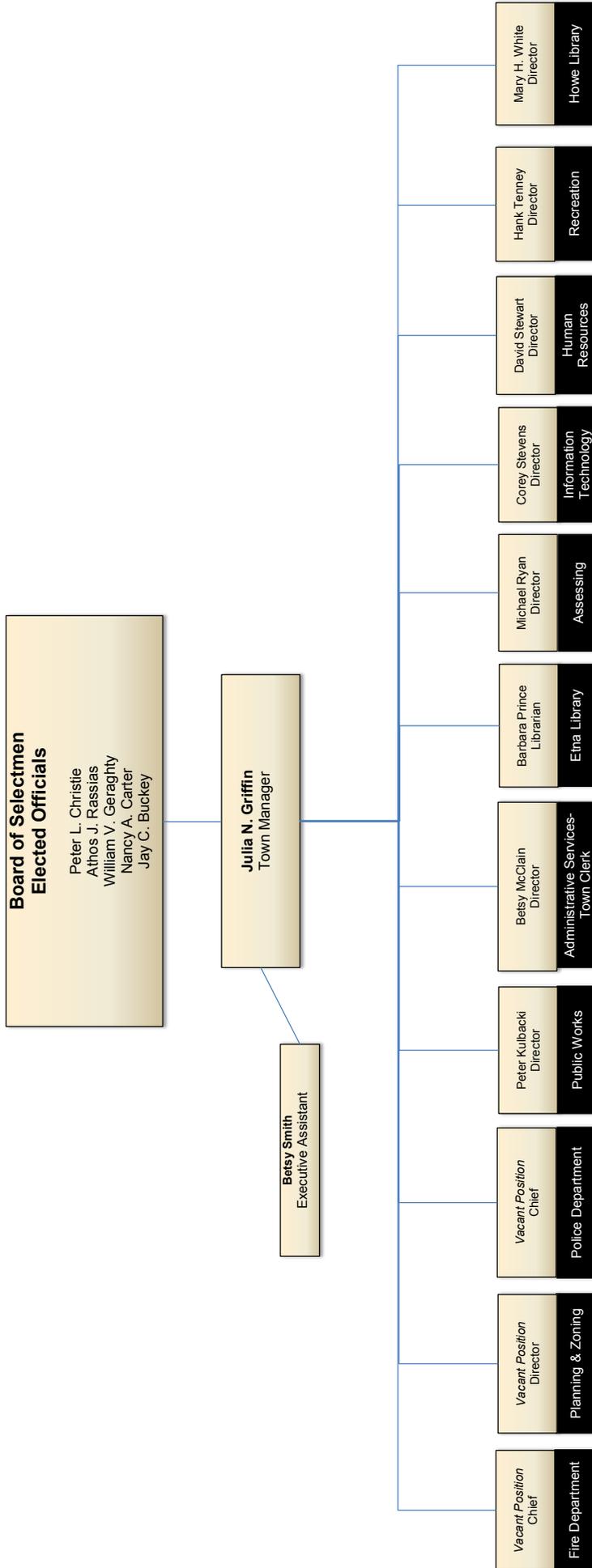
### **Zoning Board of Adjustment**

*3 year term - Appointed by the Board of Selectmen*

*5 members (per RSA 673:3) up to 5 alt members*

Chr	Arthur Gardiner	9/2014
	Carolyn Radisch	9/2014
	Stephen R. Marion	9/2015
	H. Bernard Waugh	9/2016
	<i>Vacancy - Full Member</i>	
Alt.	Ruth J. Lappin	9/2015
Alt.	Phil Harrison	9/2015
Alt.	Gert Assmus	9/2016
Alt.	Katherine S. Connolly	9/2017

# Town of Hanover



## TOWN OF HANOVER EMPLOYEES

<u>Dept / Employee Name</u>	<u>Job Title</u>	<u>Date of Hire</u>
<b>ADMINISTRATION – TOWN HALL</b>		
Darlene Cook	Receptionist/Assistant Town Clerk	3/11/2004
Patricia Coutermarsh	Accounting Coordinator/Treasurer	9/30/2003
Sue Girouard	Financial & Information Analyst	5/23/1994
Julia Griffin	Town Manager	8/1/1996
Gloria LaCasse	Human Resources Coordinator	11/26/2007
Gerald Macy	Computer Technician	10/1/2004
Elizabeth McClain	Director of Administrative Services	4/23/2001
Karen McCusker	Accounting Assistant	6/13/2005
Elizabeth Meade	Tax Collector/Associate Town Clerk	5/29/2000
Michael Ryan	Director of Assessing	9/1/1998
Betsy Smith	Executive Assistant	5/2/1988
Donna Stender	Deputy Tax Collector/Assistant Town Clerk	5/21/2007
Corey Stevens	Director of Information Technology	8/16/1999
David Stewart	Human Resources Director	12/1/2012
<b>FIRE DEPARTMENT</b>		
Roger Bradley*	Fire Chief	10/9/1969
Jared Cook*	Firefighter/EMT Advanced	9/13/2005
Robert Diehm	Firefighter/EMT Advanced	9/27/2007
Christopher Doolan	Firefighter/EMT Paramedic	3/14/2004
Wayne Dunham	Firefighter/EMT Advanced	8/15/2006
Jeryl Frankenfield	Fire Inspector	9/27/2004
Brian Ellstein	Firefighter/Paramedic	8/13/2006
John Emerson	Firefighter/EMT Advanced	2/7/2007
Michael Gilbert	Captain/Paramedic	9/10/1998
Bertram Hennessy	Captain/Paramedic	3/13/1994
Michael Hinsley	Captain/Paramedic	8/13/1987
Jeremy LaBombard	Firefighter/EMT Advanced	1/29/2012
Troy Leatherman	Firefighter/EMT Advanced	5/28/2010
Scott Letson	Firefighter/EMT Advanced	9/7/2008
Jeremiah Linehan	Firefighter/Paramedic	1/2/2005
Joshuah Lounsbury	Firefighter/EMT Advanced	6/30/2009
Blair McClay	Firefighter/EMT Advanced	11/16/2012
Joshua Merriam	Firefighter/EMT Intermediate	10/3/2008
Robert Mousley	Firefighter/Paramedic	2/25/2003
Judith Stevens	Administrative Assistant	1/2/1994
Christopher Sweitzer	Firefighter/EMT Advanced	9/19/2013
Jeremy Thibeault	Captain/Paramedic	3/16/2003
Jay Whitehair	Firefighter/EMT Advanced	7/22/2006
Jon Wilkinson	Firefighter/EMT Advanced	9/23/2013
<b>LIBRARIES</b>		
Jeanette Abdelnur-Fadul	Substitute/Circulation Assistant – Part Time	5/25/2010
Peter Appleton	Public Service Librarian – Part Time	3/07/2011
Heather Backman	Program, Marketing & Outreach Coordinator	10/18/2010
Gary Barton	Youth Services Assistant – Part Time	7/5/2005
Charlotte Bernini	Substitute/Circulation Assistant – Part Time	1/1/1984

<u>Dept / Employee Name</u>	<u>Job Title</u>	<u>Date of Hire</u>
<i>(LIBRARIES – Continued)</i>		
Helen Bircher	Library Page – Part Time	4/19/1999
Joanne Blais	Senior Public Services Librarian	4/10/2000
Marilyn Blight	Substitute/Reference Assistant – Part Time	7/5/2005
Kristina Burnett	Circulation Supervisor – Part Time	1/5/1998
Janice Chapman	Substitute/Circulation Assistant- Part Time	1/14/1998
Megan Coleman	Substitute/Reference Assistant – Part Time	9/7/2012
Jayne Costello	Substitute/Circulation Asst. – Etna Library PT	11/3/2008
Mary Gould	Technical Services Assistant – Part Time	1/5/2009
Samuel Glueck	Library Page – Part Time	8/25/2013
Janice Grady	Office and Facility Manager	6/27/1988
Sylvia Jaccaud	Library Page – Part Time	3/4/1997
Susan Leveret	Substitute/Circulation Assistant – Part Time	8/14/2007
Mary Lockhart	Teen Services Specialist – Part Time	8/13/2009
Sarah McPeck	Library Page – Part Time	8/24/2013
Michael Morris	Public Service Librarian	2/22/2011
Celeste Pfeiffer	Substitute/Circulation Assistant – Part Time	6/26/2012
Laura Poplack	Substitute/Circulation Assistant I – Part Time	8/26/2013
Barbara Prince	Librarian, Etna Library – Part Time	3/3/2000
Denise Reitsma	Youth Services Librarian – Part Time	9/08/1998
Kate Root	Substitute/Circulation Assistant – Part Time	12/02/2011
Mary Ryan	Technical Services Assistant	7/22/1996
Ann Schofield	Library Assistant II - Part Time	4/6/1984
Susan Shadford	Public Services Librarian – Part Time	8/5/2008
Pamela Smith	Head of Technical Services/Systems Manager	1/10/1994
Stephanie Snelling	Substitute/Circulation Asst. – Etna Library PT	11/3/2008
Amelia Talbert	Library Assistant – Part Time	9/21/1994
Cynthia Taylor	Youth Services Assistant – Part Time	6/30/2003
Eric Ticehurst	Library Page II – Part Time	4/1/2000
Caroline Tischbein	Circulation Assistant II – Etna Library PT	6/20/2007
Mary White	Director, Howe Library	7/23/2007
Zuzana Woods	Substitute/Circulation Assistant – Part Time	3/7/2011
<b>PARKS &amp; RECREATION DEPARTMENT</b>		
Elizabeth Burdette	Assistant Director of Parks & Recreation	3/21/2008
Sherry Colfer	RWB Community Center Facility Manager	8/16/2005
Nicole Leonard	After School Program Director	8/18/2008
Gail Schaal	Senior Center Coordinator	10/29/1990
Henry Tenney	Director of Parks and Recreation	7/8/1974
Jeanne Vieten	Parks & Recreation Center Program Assistant	8/18/2003
John Wilmot	Maintenance Worker	5/2/2007
<b>PLANNING &amp; ZONING DEPARTMENT</b>		
Jeffrey Andrews	Assistant Building Inspector	2/14/2006
Ryan Borkowski	Building Inspector	2/22/1999
Judith Brotman	Zoning Administrator	10/1/1998
Debbi Franklin	Clerk, Part Time	01/07/08
Beth Rivard	Administrative Assistant	4/7/1999
Victoria Smith	Senior Planner	4/5/1999
<b>POLICE DEPARTMENT</b>		
Jeffrey Ballard	Police Officer	6/18/2001
Eric Bates	Detective	2/23/1998
Michael Cahill	Communication Officer	02/13/2011

<u>Dept / Employee Name</u>	<u>Job Title</u>	<u>Date of Hire</u>
<i>(POLICE DEPARTMENT – Continued)</i>		
Lisa Camarra	Communication Officer	11/18/1991
Mark Caruso	Parking Control Officer	10/26/1987
Franklin Clough	Parking Control Officer	11/12/2013
Nenia Corcoran	Police Officer	9/30/12
Bernard Cummings	Communication Officer	8/2/2005
Michael Evans	Lieutenant	4/15/1991
Jeffrey Fleury	Police Officer	10/13/1994
Terry Lynn Follensbee	Parking Facility Cashier	11/3/2008
Daniel Fowler, III*	Police Officer	8/21/2008
Nicholas Giaccone*	Police Chief	8/20/1973
Daniel Gillis	Sergeant	8/28/1995
Timothy Goodwin	Communication Officer	2/17/2000
E. Douglas Hackett	Communication Services Coordinator	7/22/1999
Ryan Kennett	Police Officer	5/28/2008
Shannon Kuehlwein	Police Officer	4/7/1998
Kevin LaHaye	Communication Officer	10/23/2006
David Luther	Sergeant	8/20/1990
Christopher McEwen	Parking Control Facility Supervisor	12/8/1992
Francis Moran	Captain	5/30/1988
Christopher O'Connor	Prosecutor	10/4/2004
Patrick O'Neill	Lieutenant	1/4/1988
Brian Paine	Communication Officer	7/15/2013
Alan Patterson	Police Officer	3/19/2001
Richard Paulsen	Police Officer	4/29/2002
Marisela Platt*	Parking Control Facility Supervisor	10/5/2000
Elizabeth Rathburn	Administrative Secretary	9/4/2002
Bradford Sargent	Sergeant	5/8/2000
David Saturley	Communication Officer	2/15/1998
Jeffery Shepard	Police Officer	11/26/12
Christopher Swain	Police Officer	5/14/12
Sheryl Tallman	Records Coordinator	4/28/1997
Alexander Tucker	Police Officer	8/20/2013
Matthew Ufford	Police Officer	3/13/2006

**PUBLIC WORKS DEPARTMENT**

Seth Bean	Wastewater Treatment Assistant	8/13/2001
Mark Bean	Stockroom Clerk/Mechanic Assistant	2/13/2006
Christopher Berry	Equipment Operator/Highway Maintenance Worker	3/17/2003
Leonard Bolduc*	Sewer Maintenance & Construction Crew Supervisor	7/11/1986
Todd Bragg	Senior Mechanic	7/4/1988
William Brown	Equipment Operator/Highway Maintenance Worker	4/29/2013
Michael Burse	Equipment Operator/Highway Maintenance worker	9/09/2013
James Cadwell	Equipment Operator/Highway Maintenance Worker	4/21/2008
Todd Cartier	Water Assistant Superintendent	8/2/2010
James Cray	Equipment Operator/Highway Maintenance Worker	12/12/2011
Michael Chase	Operations Manager	5/2/1983
Brandon Corey	Wastewater Treatment Technician Assistant	2/4/2008
Adriane Coutermarsh	Administrative Clerk	9/10/2007
Mark Curulla	Custodian	7/31/2006
Roger Darisse	Equipment Operator/Highway Maintenance Worker	8/13/2003
Moses Delphia	Equipment Operator/Highway Maintenance Worker	1/26/2004
William Desch	Urban Forester/Grounds Superintendent	1/1/1990
John Dumas	Water Superintendent	9/21/1998

Dept / Employee Name

Job Title

Date of Hire

*(PUBLIC WORKS DEPARTMENT – Continued)*

Ross Farnsworth	Facilities Superintendent	7/12/2010
David Field	Equipment Operator/Highway Maintenance Worker	4/21/2008
Donald Foster	Fleet Superintendent	5/11/1998
Bernard Hazlett	Water Distribution Worker	9/16/1982
Robert Henry, Jr.	Equipment Operator/Highway Maintenance Worker	1/26/2004
Lawrence Holmes	Stock Room Clerk	3/30/2012
Peter Kulbacki	Director of Public Works	12/22/1997
John LaHaye	Equipment Operator/Highway Maintenance Worker	1/27/1997
Randall MacDonald	Highway Operations Supervisor	3/3/1997
Kevin MacLean	Wastewater Treatment Superintendent	8/18/2003
Jared McCusker	Grounds Crew Leader	4/29/2013
Asa Metcalf	Arborist	11/12/2013
James Messier	Equipment Operator/Highway Maintenance Worker	8/14/2003
Steven Perry	Equipment Operator/Highway Maintenance Worker	5/29/2002
Wayne Piekarski	Head Custodian	1/17/2006
Mark Roper	Wastewater Chief Operator	8/28/2006
Bruce Sanborn	Equipment Operator/Highway Maintenance Worker	4/19/2008
Richard Scheuer	Wastewater Treatment Technician	6/18/2007
Gary Searles	Fiscal & Database Specialist	6/21/2010
Dennis Smith	Wastewater Treatment Technician	5/9/2000
Brian Smith*	Arborist	12/1/2003
Raymond Swift	Sewer Maintenance & Construction Worker	6/15/1987
Robert Sumner	Custodian	5/07/2013
Matthew Walker	Water Distribution Worker	7/17/2000
Donald Ware	Utility Engineer	11/13/2000

\*Indicates employee has left the Town's employment.



Photo credit Liz Burdette

October 4, 2013 at Storrs Pond

# TOWN OF HANOVER

## 2013 EMPLOYEE MILESTONES LIST = 20 PLUS YEARS

# of years	Employee Name	Department	Hire Date	Dept Head Date
44	Roger Bradley*	Fire Department	10/9/1969	1986
40	Nick Giaccone*	Police Department	8/20/1973	1994
39	Hank Tenney	Recreation	7/8/1974	1974
31	Bernard Hazlett	Public Works	9/16/1982	
30	Michael Chase	Public Works	5/2/1983	
29	Charlotte Bernini	Howe Library	1/1/1984	
29	Ann Schofield	Howe Library	4/6/1984	
27	Leonard Bolduc*	Public Works	7/11/1986	
26	Raymond Swift	Public Works	6/5/1987	
26	Michael Hinsley	Fire Department	8/13/1987	
26	Mark Caruso	Police-Parking Division	10/26/1987	
25	Patrick O'Neill	Police-Parking Division	1/4/1988	
25	Betsy Smith	Town Hall	5/2/1988	
25	Francis Moran	Police Department	5/30/1988	
25	Janice Grady	Howe Library	6/27/1988	
25	Todd Bragg	Public Works	7/1/1988	
23	William Desch	Public Works	1/1/1990	
23	David Luther	Police Department	8/20/1990	
23	Gail Schaal	Recreation/Senior Ctr.	10/29/1990	
22	Michael Evans	Police Department	4/15/1991	
22	Richard Paulsen	Police Department	4/18/1991	
22	Lisa Camarra	Police Communications	12/18/1991	
21	Joanne Blais	Howe Library	7/1/1992	
21	Christopher McEwen	Police-Parking Division	12/8/1992	

*\*Indicates employee has retired.*

### Number of employees per department with 20 or more years of employment with the Town of Hanover:

Police: 9  
Public Works: 6  
Howe Library: 4  
Fire: 2  
Recreation: 2  
Town Hall 1

TOWN OF HANOVER

TOWN MODERATOR'S  
MESSAGE

&

2014  
TOWN MEETING  
WARRANT

## TOWN MODERATOR'S MESSAGE

Town meeting, the oldest form of government in our country, is an expression of pure democracy in which the voters directly act as the legislative body which approves the Town's budget and determines its other major policies. Town citizens registered to vote can pass, amend, or defeat any of the warrant articles which have been put forward by the Select Board or by voter petition.

Though the limited attendance at Town Meeting raises concerns about the process remaining representative, the opportunity to attend and participate is open to all voters and that participation is the foundation of a democratic government. Hanover has an enviable history of conducting Town Meetings with civility and respect for the opinions of all voters.

Rules for Town Meeting:

- **Please wait for the microphone and state your name clearly before making your statement.**
- No non-voters may participate, except those recognized by the Moderator to offer information or answer a question.
- All substantive motions and amendments must be in writing. In all motions or proposed amendments, try to avoid phrasing where a negative vote is needed to express a positive intent.
- Only one amendment at a time will be allowed.
- Votes may be manifest by: voice vote, show of hands (holding colored cards for visibility) or by secret (yes/no) paper ballot, of a specified color, or marked with a specified letter, for voter clarity.
- Any request for secret ballot may be made in writing by five registered voters delivered to the Moderator before the voice vote is called for. The Moderator may call for a secret paper ballot at any time.
- Any ruling by the Moderator may be challenged by any registered voter. The Moderator will then poll the house, with a simple majority controlling the outcome.
- Voters should make their remarks as brief as possible and keep them germane to the article under consideration, so as to allow time for a full discussion of the article. The Moderator should see that debate is not prematurely closed. A 2/3 vote is necessary to call the question, and a call itself is not debatable.
- All voters will have the opportunity to speak once, beginning with the presenter of the motion. The Moderator may give a voter a second chance to speak only after all others wishing to speak for the first time have spoken.
- All speakers should address their comments to the Moderator. In the case of questions, the Moderator shall call on the appropriate person to respond.
- Each article remains open for further action until the Moderator moves to the next Warrant Article. After that, the meeting must vote to reconsider a previous article.
- No substantive actions may be taken under the "any other business" article. Votes of appreciation or recognition may be taken, and the Moderator will only call for "ayes."

I was honored to be appointed by the Select Board to serve as Moderator to fill out the remaining elected term of Willy Black. I have been extremely impressed by the skill and dedication of the elected officials, administrators, and citizen volunteers who devote so much time and energy to efficiently operate our Town government and maintain the integrity of our democratic election process. All of this hard work is performed in a manner which places a high value on civility, caring, open-mindedness, and good humor. Thank you for being part of this admirable process.

Respectfully submitted,

*Steve Fowler, Town Moderator*

# WARRANT FOR THE ANNUAL TOWN MEETING

GRAFTON, SS

TOWN OF HANOVER

TO THE INHABITANTS OF THE TOWN OF HANOVER, NEW HAMPSHIRE, who are qualified to vote in Town affairs:

TAKE NOTICE AND BE WARNED, that the Annual Town Meeting of the Town of Hanover, New Hampshire, will be held as follows:

ON TUESDAY, MAY 13, 2014 AT THE GYMNASIUM, HANOVER HIGH SCHOOL, LEBANON STREET, HANOVER, THERE WILL BE VOTING BY OFFICIAL BALLOT FOR THE ELECTION OF TOWN OFFICERS AND ALL OTHER ARTICLES REQUIRING VOTE BY OFFICIAL BALLOT. THE POLLS WILL OPEN AT 7:00AM AND CLOSE AT 7:00PM.

ARTICLES SIX THROUGH NINETEEN WILL BE PRESENTED, DISCUSSED AND ACTED UPON BEGINNING AT 7:00PM AT THE GYMNASIUM, HANOVER HIGH SCHOOL, LEBANON STREET, HANOVER.

**ARTICLE ONE:** To vote (by nonpartisan ballot) for the following Town Officers:

- Two Selectmen, each to serve for a term of three (3) years;
- One Library Trustee to serve for a term of three (3) years;
- One Moderator to serve for a term of two (2) years;
- One Supervisor of the Checklist to serve for a term of six (6) years;
- One Trustee of Trust Funds to serve for a term of three (3) years.

**ARTICLE TWO** (to vote by ballot): To see if the Town will vote to amend the Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 1:

The following question is on the official ballot:

*“Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”*

Amendment No. 1 would:

- A. Delete Section 317.2E regarding signs and banners and re-number subsequent subsections;
- B. Add a new section, 317.6 Banners, to allow banners in the “I” district under certain conditions; and
- C. Add to Section 902 a definition of “banner”.

At a public hearing held on February 4, 2014, the Hanover Planning Board voted to recommend that Town Meeting adopt this zoning amendment.

**ARTICLE THREE** (to vote by ballot): To see if the Town will vote to amend the Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 2:

The following question is on the official ballot:

*“Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”*

Amendment No. 2 would:

Amend Section 1001, Zoning Permit, by deleting 1001.8 regarding transferability of permits, and then renumbering the remaining subsections.

At a public hearing held on February 4, 2014, the Hanover Planning Board voted to recommend that Town Meeting adopt this zoning amendment.

**ARTICLE FOUR** (to vote by ballot): To see if the Town will vote to amend the Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 3:

The following question is on the official ballot:

*“Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”*

Amendment No. 3 would:

Amend Section 209.3 B Side and Rear Setback Regulations and Exemptions to increase the side and rear setback for accessory buildings by replacing “7 feet” with “10 feet”.

At a public hearing held on February 4, 2014, the Hanover Planning Board voted to recommend that Town Meeting adopt this zoning amendment.

**ARTICLE FIVE** (to vote by ballot): To see if the Town will vote to amend the Hanover Zoning Ordinance as proposed by the Hanover Planning Board in Amendment No. 4:

The following question is on the official ballot:

*“Are you in favor of the adoption of Amendment No. 4 as proposed by the Planning Board for the Hanover Zoning Ordinance as follows?”*

Amendment No. 4 would:

- A. Amend Table 204.5 GR and Table 204.6 SR by reducing the maximum building footprint allowed to 25% and maximum lot coverage to 50%, except for lots in the GR district greater than 30,000 square feet or lots fronting on West Wheelock Street or South Park Street for which the maximum building footprint will be reduced to 35% and lot coverage to not more than 65%.
- B. Amend Section 209.5 to delete the first paragraph.
- C. Delete Section 304.
- D. Amend Section 902 definition of Lot Coverage to clarify which portions of a lot and improvements are included in the calculation of lot coverage.

At a public hearing held on February 4, 2014, the Hanover Planning Board voted to recommend that Town Meeting adopt this zoning amendment.

**BUSINESS MEETING AGENDA**

**7:00 p.m.**

**ARTICLE SIX:** To choose the following Town Officers to be elected by a majority vote:

- One member of the Advisory Board of Assessors for a term of three (3) years;
- Three Fence Viewers, each for a term of one (1) year;
- Two Surveyors of Wood and Timber, each for a term of one (1) year;
- Such other Officers as the Town may judge necessary for managing its affairs.

**ARTICLE SEVEN:** To receive reports from the Selectmen, Town Clerk, Treasurer, Collector of Taxes and other Town Officers and to vote on any motion relating to these reports and to receive any special resolutions that may be appropriate and to vote thereon.

**ARTICLE EIGHT:** To see if the Town will vote to raise and appropriate \$28,250 for deposit into the Land and Capital Improvements Fund, and to authorize funding of this amount by transfer from the Land Use Change Tax Reserve, with no funds being raised by taxation. The amount appropriated is the equivalent of 50% of the total collected in the Land Use Change Tax Reserve in the fiscal year 2012-2013. Funding deposited into the Land and Capital Improvements Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use.

Selectmen                      For    4                      Against                      0                      Absent    1

**ARTICLE NINE:** To see if the Town will vote to raise and appropriate \$28,250 for deposit into the Conservation Fund created as authorized by RSA 36-A:5.I, and to authorize funding of this amount by transfer from the Land Use Change Tax Reserve, with no funds being raised by taxation. The amount appropriated is the equivalent of 50% of the total collected in the Land Use Change Tax Reserve in the fiscal year 2012-2013. Funding deposited into the Conservation Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use.

Selectmen                      For    4                      Against                      0                      Absent    1

**ARTICLE TEN:** To see if the Town will vote to raise and appropriate \$33,965 for deposit into the Municipal Transportation Improvement Fund, and to authorize funding of this amount by transfer from the Transportation Improvement Fee Reserve, with no funds being raised by taxation. This amount is equivalent to the total Transportation Fee surcharge for each motor vehicle registered in the Town of Hanover (\$5.00 per vehicle) during fiscal year 2012-2013.

Selectmen                      For    4                      Against                      0                      Absent    1

**ARTICLE ELEVEN:** To see if the Town will vote to raise and appropriate \$1,091,340 and authorize payment into existing capital reserve funds in the following amounts for the purposes for which such funds were established:

Ambulance Equipment Capital Reserve Fund	\$51,000
Bridge Replacement and Renovation Capital Reserve Fund	\$100,500
Building Maintenance and Improvement Capital Reserve Fund	\$110,000
Dispatch Equipment and Dispatch Center Enhancements Capital Reserve Fund	\$45,000
Fire Department Vehicle and Equipment Capital Reserve Fund	\$100,540
Highway Construction and Maintenance Equipment Capital Reserve Fund	\$286,000
Parking Operations Vehicles and Parking Facility Improvements Capital Reserve Fund	\$50,000
Police Vehicles and Equipment Capital Reserve Fund	\$99,000
Road Construction and Improvements Capital Reserve Fund	\$61,500
Sewer Equipment and Facilities Improvements Capital Reserve Fund	\$130,000
Town Revaluation Capital Reserve Fund	\$1,500
Water Treatment and Distribution Equipment and System Capital Reserve Fund	\$56,300

Selectmen                      For    4                      Against    0                      Absent    1

**ARTICLE TWELVE:** To see if the Town will vote to raise and appropriate \$634,600 for the purposes listed below, and to authorize funding these amounts by withdrawal from the listed capital reserve funds in the following amounts:

Building Maintenance and Improvement Capital Reserve Fund <i>Replacement of Howe Library old building roof</i>	\$106,000
Highway Construction and Maintenance Equipment Capital Reserve Fund <i>Two sidewalk tractors, replace truck 15, replace trailer 70</i>	\$377,000
Parking Vehicles and Facilities Improvements Capital Reserve Fund <i>Expansion joint and capstone replacement in the Parking Garage</i>	\$30,000
Water Treatment and Distribution Equipment and System Capital Reserve Fund <i>Chemical feed pumps, filter module replacement, one-ton utility truck</i>	\$121,600

This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until these specified purchases are complete or June 30, 2019, whichever is sooner.

Selectmen                      For    4                      Against    0                      Absent    1

**ARTICLE THIRTEEN:** To see if the Town will vote to approve the cost items contained in a one-year extension of the current three year collective bargaining agreement which expires on June 30, 2014, approved by the Board of Selectmen on January 27, 2014, between the Town of Hanover and the American Federation of State and County Municipal Employees (AFSCME), Local 193, which calls only for the following increase in salaries.

<u>Year</u>	<u>Estimated Increase</u>
2014-2015	\$18,171

And further to raise and appropriate the sum of \$18,171 for 2014-2015 fiscal year, such sum representing additional costs attributable to the increase in the salaries and benefits required by the proposed agreement over those that would be paid at current staffing levels in accordance with the most recent collective bargaining agreement.

Selectmen	For	4	Against	0	Absent	1
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**ARTICLE FOURTEEN:** To see if the Town will vote to approve the cost items contained in a one-year extension of the current three year collective bargaining agreement which expires on June 30, 2014, approved by the Board of Selectmen on January 27, 2014, between the Town of Hanover and the New England Police Benevolent Association, Local 27, which calls only for the following increase in salaries.

<u>Year</u>	<u>Estimated Increase</u>
2014-2015	\$13,709

And further to raise and appropriate the sum of \$13,709 for 2014-2015 fiscal year, such sum representing additional costs attributable to the increase in the salaries and benefits required by the proposed agreement over those that would be paid at current staffing levels in accordance with the most recent collective bargaining agreement.

Selectmen	For	4	Against	0	Absent	1
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**ARTICLE FIFTEEN:** To see if the Town will vote to approve the cost items contained in a one-year extension of the current three year collective bargaining agreement which expires on June 30, 2014, approved by the Board of Selectmen on April 7, 2014, between the Town of Hanover and the International Association of Firefighters, Local 3288, which calls only for the following increase in salaries.

<u>Year</u>	<u>Estimated Increase</u>
2014-2015	\$10,734

And further to raise and appropriate the sum of \$10,734 for 2014-2015 fiscal year, such sum representing additional costs attributable to the increase in the salaries and benefits required by the proposed agreement over those that would be paid at current staffing levels in accordance with the most recent collective bargaining agreement.

Selectmen	For	4	Against	0	Absent	1
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**ARTICLE SIXTEEN:** To see if the Town will vote to raise and appropriate \$22,090,560 to pay the operating expenses of the Town for the 2014-2015 fiscal year, for the purposes set forth in the Town budget. This sum does not include the funds voted in any of the preceding or succeeding articles.

Selectmen                      For      4                      Against      0                      Absent      1

**ARTICLE SEVENTEEN:** To see if the Town will vote to amend the Mt. Tug Conservation Easement (map 3, lot 90, 10 Moody Lane) by: a) modifying the easement area to remove .44 acre from the existing easement area and adding .66 acre to the easement area; and, b) accepting a new conservation easement clarifying the purposes, permitted and prohibited uses in the easement area and the boundary delineation.

Selectmen                      For      4                      Against      0                      Absent      1

**ARTICLE EIGHTEEN:** To see if the Town will vote to authorize the Board of Selectmen to accept the donation of Nathan’s Garden (map 22, lot 3, 3 Downing Road) by Barbara Hall for use as a Town park and further authorize the Board of Selectmen to negotiate appropriate terms and conditions prior to receipt of the donation.

Selectmen                      For      4                      Against      0                      Absent      1

**ARTICLE NINETEEN:** (By Petition) To see if the Town will vote to urge:

First, that the New Hampshire State Legislature join nearly 500 municipalities and 16 other states, including all other New England states, in calling upon Congress to move forward a constitutional amendment that: (1) guarantees the right of our elected representatives and of the American people to safeguard fair elections through authority to regulate political spending; and (2) clarifies that constitutional rights were established for natural persons only, not corporations, unions, or other artificial entities. Second, that the New Hampshire congressional delegation supports such a constitutional amendment. Third, that the New Hampshire State Legislature supports such an amendment once it is approved by Congress and sent to the states for ratification. Fourth, that within 30 days of approval of this article, the Selectmen shall transmit by written notice the record of the vote to Hanover’s congressional delegation, to Hanover state legislators, and to the President of the United States, informing them of the instructions from their constituents.

Selectmen                      For      2                      Abstain      2                      Against      0                      Absent      1

**ARTICLE TWENTY:** To transact any other business that may legally be brought before this Town Meeting.

Given under our hands and seal of the Town of Hanover this 7th day of April, 2014.

**TOWN OF HANOVER**  
**BOARD OF SELECTMEN**  
*Peter L. Christie, Chairman*  
*Athos J. Rassias, Vice Chairman*  
*Nancy A. Carter, Secretary*  
*William V. Geraghty*  
*Jay C. Buckey*

# **Part II**

# **Explanatory Information**

# CHAPTER 1: INFORMATION FOR TOWN MEETING

## PART II: EXPLANATORY INFORMATION

**What is Town Meeting?** All Hanover citizens are encouraged to participate in the yearly Town Meeting, a living example of direct democracy. Town Meeting is a meeting of citizens who come together to form the legislative body of the town. It is held yearly, the second Tuesday in May, to elect town officers, adopt the town budget, and consider other issues that require Town Meeting approval. This year, Town Meeting will be held on Tuesday, May 13, 2014.

**What is the Warrant?** The Town Meeting agenda is called “the Warrant”; each agenda item is called an “article”. The official Warrant precedes this document in Part I. The Warrant includes two sets of articles:

1. **Ballot voting** (Articles One through Five): Voting on Articles One through Five - which includes voting for candidates for office and for amendments to the Hanover Zoning Ordinance - is conducted by ballot during the day of Town Meeting (Tuesday, May 13, 2014) from 7:00 a.m. to 7:00 p.m., in the Hanover High School Gymnasium. The daytime ballot voting is held by secret ballot, referred to as the “Australian Ballot” or the “Official Ballot”.
2. **Business meeting** (Articles Six through Twenty): Discussion of and voting on Articles Six through Twenty – including the proposed budget in Article Sixteen - takes place at an open meeting, called the “Business Meeting”, which begins at 7:00 p.m. on Tuesday, May 13th, in the Hanover High School Gymnasium. At the Business Meeting portion of Town Meeting, citizens sit down together and discuss, modify, and vote.

**What if you cannot attend?** *If you cannot attend Town Meeting ...*

1. **Ballot items:** You may vote by absentee ballot on the items decided by Australian or Official Ballot voting by requesting an absentee ballot from the Town Clerk’s office at Town Hall, and delivering it in person by 5:00 p.m. the day before Town Meeting or postmarked by mail by 5:00 p.m. on the day of Town Meeting.
2. **Business Meeting items:** You must be present, however, to vote on or contribute to discussion of any Warrant items to be discussed at the Business Meeting. By state law, no absentee balloting is allowed on these items.

**How can you register to vote?** To become a registered voter, you must be a U.S. citizen, eighteen years or older, and a Hanover resident. Information that must be provided at registration includes name, address (mailing and legal residence), place and date of birth, and proof of citizenship. You may register: (1) at the polls on Town Meeting day, May 13<sup>th</sup>; or (2) in advance at the Town Clerk’s Office in Town Hall up to ten days before the election; or (3) with the Supervisors of the Checklist whose public voter registration sessions are advertised before any election.

**What is explained in the rest of this chapter?** The rest of this chapter, prepared by the Town staff, provides an explanation of all of the articles in the Warrant. The official Warrant precedes this document.

## **BALLOT VOTING**

### **ARTICLES ONE – FIVE**

Voting on Articles One through Five will be conducted by official ballot on Tuesday, May 13, 2014 from 7:00 a.m. to 7:00 p.m. in the Gymnasium of Hanover High School.

#### **Article One: Election of Town Officers**

The **Selectmen**, so named because members are selected on Town Meeting day, govern the Town and perform most of the Town's legislative functions as prescribed in the Town Charter, outside the legislative role granted voters at Town Meeting by state law. Two positions, currently held by Peter Christie and William Geraghty, are up for election in 2014 for a three-year term. Peter Christie and William Geraghty are seeking re-election to another three year term.

Both the Howe Library and the Etna Library are Town-supported. Each has a Board of Trustees that governs the respective library in areas of fundraising and some program functions, but they are elected differently based on the type of organization originally established. The **Howe Library Trustees** are elected by members of the Howe Corporation, which is a private, non-profit corporation. The Etna Library, which is the original Town Library, is governed by the **Etna Library Trustees**, elected by Town Meeting for a three-year term. One Etna Library Trustee is up for election and the incumbent, Kim Wilson, is seeking re-election to another three-year term.

The **Supervisors of the Checklist** are legally responsible for overseeing the voter registration and certification process and for maintaining the updated voter checklist. The term of one Supervisor position expires this year and the incumbent, Elaine Hawthorne, is seeking re-election to another six year term.

The **Town Moderator** oversees all elections and also presides over the business portion of Town Meeting. Marilyn "Willy" Black stepped down as Moderator in 2013 and Stephens Fowler was appointed to fill the position on an interim basis through Town Meeting, 2014. Stephens Fowler has filed for the position for a three year term.

The **Trustees of Trust Funds** oversee the funds reserved for special purposes, and their responsibilities are governed by state statute. One Trustee position is up for election, and the incumbent, Paul Gardent, is seeking re-election to another three year term.

*Note: The following Articles Two through Five are Amendments No. 1 – 4 to the Hanover Zoning Ordinance, which must be approved by Town Meeting. All of the amendments to the Zoning Ordinance have been approved by the Planning Board. The full text of all amendments is included in the Appendix that follows this section of the Town Report.*

**Article Two: Amendment No. 1: Amend Section 317 “Signs” to Delete Subsection 317.2E Regarding “I” District Signs and Banners, Renumber the Subsequent Subsections, Add a New Section 317.6 “Banners” to Allow Banners in the “I” Zoning District, and Add a New Definition to Section 902.**

At a public hearing held on February 4, 2014, the Hanover Planning Board voted to recommend that Town Meeting adopt this zoning amendment.

Historically the College has hung banners at a variety of institutional buildings to identify buildings, make their location clear, and announce institutional activities and events. Recently both the Town and College have realized that the Hanover Zoning Ordinance permits only “bulletin or announcement boards” on institutional buildings or “signs and banners” to identify an art museum and exhibitions open to the public in the “I” zoning district.

In addition to the activities associated with the art museum uses, there are numerous other activities which occur in institutional buildings and at the College which have been announced by banners and which actively promote and engage the College community and the public in the activities of the College.

The proposed amendments would provide a definition of banners, and would permit but restrict the use of banners to the institutional zone related to institutional activities. The maximum size of banners has been increased to accommodate the sizes currently used and to accommodate the mass of the institutional buildings. Restrictions have been added on the duration that banners can be displayed.

**Article Three: Amendment No. 2: Delete Section 1001.8 “Zoning Permit”**

At a public hearing held on February 4, 2014, the Hanover Planning Board voted to recommend that Town Meeting adopt this zoning amendment.

The present Section 1001.8 appears to be in conflict with state land use law and local convention. A Special Exception or a Variance “runs with the land” not the property owner or the project agent (unless specifically conditioned otherwise). Zoning Permits, in conjunction with a building permit, also are issued for a specific project – not the property owner or project agent.

The recommendation is to delete the entire Section 1001.8 regarding transferability of permits, and then renumber the remaining subsections.

**Article Four: Amendment No. 3: Amend Section 209.3 B Side and Rear Setback Regulations and Exemptions to Increase the Side and Rear Setback for Accessory Buildings.**

At a public hearing held on February 4, 2014, the Hanover Planning Board voted to recommend that Town Meeting adopt this zoning amendment.

In all zoning districts there are provisions for an open area around the property line boundaries. Side and rear setback areas vary from 0 feet to 100 feet depending on the zoning district. This means all principal structures and most accessory structures must be located at some distance from the property line.

The present 7 ft. “exception” for accessory buildings and other accessory structures to the side and rear property line setback areas in Section 209.3 B does not provide for adequate protection of abutting properties, ensure adequate light and open space, or provide for the safety and welfare of all properties.

The proposal is to increase this side and rear yard setback “exception” for accessory structures to 10 feet from the current 7 feet. The other qualifying conditions will continue to apply to any structure proposed to intrude into the standard setback area.

Principal structures will continue to be located out of the side and rear setback areas as required currently.

**Article Five: Amendment No. 4: Amend Tables 204.5 “GR” and 204.6 “SR” by Reducing the Maximum Building Footprint Allowed and the Maximum Lot Coverage Allowed, with Noted Exceptions.**

At a public hearing held on February 4, 2014, the Hanover Planning Board voted to recommend that Town meeting adopt this zoning amendment.

There are some dimensional requirements in the “GR” and “SR” districts that do not reflect the existing almost complete build-out of these developed areas. Recent proposals have demonstrated a need to match the dimensional requirements with the character of the existing built environment of these neighborhoods, or lose the character of these neighborhoods.

The proposal is to reduce the Building Footprint and Lot Coverage percentages for lots in the “GR” and “SR” Districts to reflect the existing conditions in the existing neighborhoods. Two “house-keeping changes are proposed: definitions are removed from the text of the ordinance and modifications are made to the definitions in Section 902.

For lots of more than 30,000 square feet and properties in the “GR” zoning district fronting on West Wheelock Street or South Park Street the building footprint shall not exceed 30% and lot coverage shall not exceed 65%. This provision will allow larger foot prints and greater lot coverage than in other “GR” areas.

## **BUSINESS MEETING VOTING ARTICLES SIX THROUGH NINETEEN**

### **Article Six: Election of Additional Town Officers**

This article includes election of additional Town Officers that do not need to be elected by official ballot. The officials are:

One member of the **Advisory Board of Assessors** for a term of three (3) years. The Advisory Board of Assessors reviews requests for property abatements and makes recommendations for resolution to the Board of Selectmen.

Three **Fence Viewers**, each for a term of one (1) year. The Fence Viewers, dating back to the colonial era, are available to adjudicate property line disputes.

Two **Surveyors of Wood and Timber**, each for a term of one (1) year. The Surveyors of Wood and Timber also date back to the colonial era, and are elected to adjudicate disputes regarding the sufficiency of a delivered cord of wood. While no longer utilized, many New Hampshire towns still elect Surveyors to maintain this colonial tradition.

### **Article Seven: Resolutions**

During consideration of this article, the Parks and Recreation Board will read a resolution honoring the Recreation Volunteer of the Year. Several additional citizens will also be honored during this phase of the meeting.

### **Article Eight: Distribution of Revenue into the Land and Capital Improvements Fund**

The 1999 Town Meeting voted to create a Land and Capital Improvements Fund and a Conservation Fund, and then annually to consider taking the proceeds from the preceding fiscal year's Land Use Change Tax and distributing one-half to the Land and Capital Improvements Fund and one-half to the Conservation Fund. This article distributes \$28,250, equal to one-half of the Land Use Change Tax revenue (total of \$56,500) from the fiscal year 2012-2013, into the Land and Capital Improvements Fund. The Land and Capital Improvements Fund can be utilized to purchase land for Town facilities or to assist in the construction or renovation of Town facilities, and has a current unencumbered balance of roughly \$730, prior to action on this or any other article on this warrant.

The Board of Selectmen voted 4-0, with one member absent, to support this warrant article during the Pre-Town Meeting public hearing held on April 7, 2014.

### **Article Nine: Distribution of Revenue into the Conservation Fund**

Mirroring the action in the preceding warrant article, this article distributes one-half of the fiscal year 2012-2013 Land Use Change Tax revenue (\$28,250) into the Conservation Fund. This fund can be utilized to purchase conservation land, conservation easements, or to implement land conservation-related activities. The current balance in this Fund is roughly \$159,660, prior to action on this or any other article on this warrant.

The Board of Selectmen voted 4-0, with one member absent, to support this warrant article during the Pre-Town Meeting public hearing held on April 7, 2014.

### **Article Ten: Transfer of Funds Collected into the Municipal Transportation Improvement Fund**

State statute enables New Hampshire communities to establish a Municipal Transportation Improvement Fund, pursuant to RSA 261:153 VI. Such a fund is created by adopting a motor vehicle registration surcharge of up to \$5.00, which is collected each time a motor vehicle is registered within the municipality. Town Meeting voted to collect the additional \$5.00 surcharge at the May 2000 Town Meeting, as well as to establish the Municipal Transportation Improvement Fund. Proceeds from the Fund are to be used to support eligible local transportation improvement projects such as public transportation initiatives, roadway improvements, signal upgrades, and the development of bicycle and pedestrian paths. This article authorizes the transfer of this surcharge collected in fiscal year 2012-2013 totaling \$33,965 into the Municipal Transportation Improvement Fund. The current unencumbered balance in this Fund is roughly \$17,900, prior to action on this or any other article on this warrant.

The Board of Selectmen voted 4-0, with one member absent, to support this warrant article during the Pre-Town Meeting public hearing held on April 7, 2014.

### **Article Eleven: Payment into Capital Reserve Funds**

This article appropriates and authorizes the payment of monies into various Capital Reserve Funds. All of these actions are taken as part of the recommended budget for fiscal year 2014-2015 and impact the municipal property tax rate. The Town has a history of making regular, annual contributions to these various funds and then, as required, expending monies from the funds to replace vehicles and equipment, or for other stipulated purposes of the fund. After careful deliberations during the several FY 2014-2015 Budget Public Hearings, the Board of Selectmen opted to increase the level of funding into several of these capital reserves to responsibly plan for and begin to fully fund the scheduled replacement of certain Town infrastructure and capital assets. At last year's Town Meeting, \$875,800 was authorized as payments into existing capital reserve funds; this warrant article recommends payments totaling \$1,091,340.

The Board of Selectmen voted 4-0, with one member absent, to support this warrant article during the Pre-Town Meeting public hearing held on April 7, 2014.

### **Article Twelve: Withdrawals from Capital Reserve Funds**

There are several Capital Reserve Funds established to smooth out the budget impact of purchases of significant pieces of equipment and vehicles. Expenditure of funds from capital reserve funds do not impact the municipal tax rate. Over the past year, Town staff has made significant progress on the Capital Improvement Plan which now provides a more comprehensive view of future Town capital needs. These purchases are recommended as part of this Capital Improvement Plan. The previous warrant article authorizes the deposit into these several funds; this warrant article authorizes the withdrawal from the specified Capital Reserve Funds for purchases of equipment and vehicles, or for other stipulated purposes of the particular Reserve Fund.

The Board of Selectmen voted 4-0, with one member absent, to support this warrant article during the Pre-Town Meeting public hearing held on April 7, 2014.

### **Article Thirteen: Extension of Contract with Public Works Union Employees**

The current AFSCME Local 1348 contract, covering all front line employees in the Public Works Department, expires on June 30, 2014. Generally, the Town negotiates all three union contracts simultaneously beginning in the fall prior to the June 30<sup>th</sup> expiration and looks to negotiate them for a three year term. Given the vacant Fire and Police Chief positions in the fall of 2013 and given the continuing uncertainty regarding the impact the Affordable Care Act will have on the public sector health benefits arena, Town staff and the Board opted to negotiate a simple one year extension on all three union contracts with no changes in any terms or conditions and including a 1.0% cost-of-living adjustment, reflecting the very low CPI in the fall of 2013. Negotiations for a new three year contract will then begin in the fall of 2014 with an anticipated July 1, 2015 start date.

The cost item of \$18,171 for the AFSCME contract represents the projected FY 2014-2015 cost of the agreed-upon 1.0% cost of living adjustment plus the associated cost of employer-paid benefits (social security, Medicaid, New Hampshire Retirement System contribution) for AFSCME members.

The Board of Selectmen voted 4-0, with one member absent, to support this warrant article during the Pre-Town Meeting public hearing held on April 7, 2014.

### **Article Fourteen: Extension of Contract with Police Union Employees**

The current NEPBA Local 27 contract, covering all front line employees in the Police Department, expires on June 30, 2014. Generally, the Town negotiates all three union contracts simultaneously beginning in the fall prior to the June 30<sup>th</sup> expiration and looks to negotiate them for a three year term. Given the vacant Fire and Police Chief positions in the fall of 2013 and given the continuing uncertainty regarding the impact the Affordable Care Act will have on the public sector health benefits arena, Town staff and the Board opted to negotiate a simple one year extension on all three union contracts with no changes in any terms or conditions and including a 1.0% cost-of-living adjustment, reflecting the very low CPI in the fall of 2013. Negotiations for a new three year contract will then begin in the fall of 2014 with an anticipated July 1, 2015 start date.

The cost item of \$13,709 for the NEPBA contract represents the projected FY 2014-2015 cost of the agreed-upon 1.0% cost of living adjustment plus the associated cost of employer-paid benefits (social security for participating employees, Medicaid, New Hampshire Retirement System contribution) for NEPBA members.

The Board of Selectmen voted 4-0, with one member absent, to support this warrant article during the Pre-Town Meeting public hearing held on April 7, 2014.

### **Article Fifteen: Extension of Contract with Fire Union Employees**

The current IAFF Local 3288 contract, covering all front line employees in the Fire Department, expires on June 30, 2014. Generally, the Town negotiates all three union contracts simultaneously beginning in the fall prior to the June 30<sup>th</sup> expiration and looks to negotiate them for a three year term. Given the vacant Fire and Police Chief positions in the fall of 2013 and given the continuing uncertainty regarding the impact the Affordable Care Act will have on the public sector health benefits arena, Town staff and the Board opted to negotiate a simple one year extension on all three union contracts with no changes in any terms or conditions and including a 1.0% cost-of-living adjustment, reflecting the very low CPI in the fall of 2013. Negotiations for a new three year contract will then begin in the fall of 2014 with an anticipated July 1, 2015 start date.

The cost item of \$10,734 for the IAFF contract represents the projected FY 2014-2015 cost of the agreed-upon 1.0% cost of living adjustment plus the associated cost of employer-paid benefits (Medicaid and New Hampshire Retirement System contribution) for IAFF members.

The Board of Selectmen voted 4-0, with one member absent, to support this warrant article during the Pre-Town Meeting public hearing held on April 7, 2014.

**Article Sixteen: Proposed Municipal Budget for Fiscal Year 2014-2015**

The table below outlines the net appropriation required by this warrant article, which when added to all of the additional appropriation warrant articles outlined above, funds the Town’s total budget for the fiscal year 2014-2015.

Appropriation for the Proposed Municipal Budget for FY 2014-2015	\$22,090,560
Appropriation for Payment into Various Capital Reserve Funds (Warrant Article #11)	\$1,091,340
Appropriation for Purchases to be Funded from Withdrawals from Various Capital Reserve Funds (Warrant Article #12)	\$634,600
Extension of Contract with Public Works Union Employees (Warrant Article #13)	\$18,171
Extension of Contract with Police Union Employees (Warrant Article #14)	\$13,709
Extension of Contract with Fire Union Employees (Warrant Article #15)	\$10,734
Grand Total of All Funds – See Budget Overview on page 52	\$23,859,114

The Board of Selectmen voted 4-0, with one member absent, to support this warrant article during the Pre-Town Meeting public hearing held on April 7, 2014.

**Article Seventeen: Amending Mt. Tug Conservation Easement**

There is a 30+ year history that brings us to where we are today: wanting to remedy a situation that neither the Town nor the current owners of the easement property wants to continue.

Briefly, the Town has held an easement on a piece of property located at 10 Moody Lane (Map 3, Lot 90) at the summit of Mt. Tug since 1983. The easement area is described by the 1650’ contour interval such that certain uses, such as residences, are prohibited from that area. In 1993, a certificate of occupancy was approved by the Town for a residence shown on the building permit to be below the 1650’ contour line. In 2004, the Conservation Commission questioned whether the house intruded into the easement area and in 2005 investigated with the then, state of art hand held GPS. Given the state of the technology, the error factor could be plus or minus ten feet, so the Commission decided to communicate to the owners that the house was close to, if not in, the easement area. New owners wished the boundary to be defined, so the Commission hired surveyors and discovered that residential improvements including a portion of the house and driveway, and screened porch, are in the easement area.

Fortunately, the conservation easement explicitly allows for amendment, so rather than finding fault with previous landowners and town staff, the Commission has worked with the owners to come to a solution that:

1. **Modifies the easement area to eliminate the residential improvements.** Please see the map contained in Appendix B on page 35.
2. **Encumbers a desirable new area for conservation.** The Commission asked a natural resource scientist for guidance as to which part of the owner's land would be most valuable to the town from the perspective of natural resources. The consultant was not able to identify particularly significant features on the property so the Commission is satisfied that accepting a new easement area that is contiguous to another protected area is of benefit to the Town.
3. **Upgrades the existing easement to a form that is consistent with current easement formats and standards.** The proposed replacement conservation easement not only re-defines the easement area on the owner's property, but also adheres to a more modern easement format with better defined purposes, permitted activities and prohibited uses. It also relies on a surveyed boundary, rather than the contour interval, for definition of the easement area.

The NH Attorney General's Charitable Trust unit must also determine whether the proposed exchange in easement area is of equal monetary value. The swap of land out of and into the easement area cannot take place without the approval of this State office.

The Conservation Commission and Board of Selectmen both support the proposed swap of .44 acres of land in the easement area that has been developed residentially in exchange for .66 acres of land that abuts other conserved land. Both have also approved an updated conservation easement written to incorporate new easement standards and a description of the easement boundary that will be executed to affect the change in easement location.

The Board of Selectmen voted 4-0, with one member absent, to support this warrant article during the Pre-Town Meeting public hearing held on April 7, 2014.

### **Article Eighteen: Donation of Nathan's Garden to the Town by the Barbara F. Hall Revocable Trust**

Barbara Hall and her family would like to donate Nathan's Garden, located on Maple Street near the intersection of Maple and Downing Road (Map 22, Lot 3), to the Town upon the death of Mrs. Hall. Town Meeting action is required to allow acceptance of this gift of property at that time.

Nathan's Garden was created in 1991 to be a welcoming, quiet woodland garden where people of all ages find respite in a serene place. The Garden features a gazebo with public journal, a children's play area with sandbox and swing, a small manmade pond and waterfall that relies on an electrical pump to move the water, rustic outdoor furniture and an award-winning collection of wildflowers, ferns and a variety of plants. Thanks to the significant topography in the Garden, all of these uses fit nicely into a relatively small area and many small "outdoor rooms" are available to the public. The Garden is named for the Hall's son.

It is the Hall family's wish to donate the Garden to the Town to retain its current spirit and keep the property open to the public. A variance has been granted to divide the property along "use" boundaries instead of strictly conforming to lot dimensions specified in the Zoning Ordinance. The Planning Board has approved the creation of a lot encompassing the Garden that will be donated to the Town.

Mrs. Hall is working on a conservation easement to permanently conserve the property as stipulated in the ZBA decision. Thus, the Town would be accepting property encumbered by a conservation easement. It is Mrs. Hall's intention that the Garden be conveyed to the Town at the time of her death. At the same time, an amount of money large enough to annually generate between \$8,000 and \$10,000 to cover the annual maintenance costs will be given to the Town.

To date, there has only been enthusiastic support from neighbors for the idea that Nathan's Garden becomes a Town property. The Board of Selectmen also supports this generous gift and addition to our parks and open spaces.

The Board of Selectmen voted 4-0, with one member absent, to support this warrant article during the Pre-Town Meeting public hearing held on April 7, 2014.

#### **Article Nineteen: To Get Big Money Out of Politics (By Petition)**

This warrant article was submitted by petition and will be presented for discussion by the petitioners. See information provided by petitioners attached in Appendix D on page 37.

The Board of Selectmen voted 2-0, with two members abstaining and one member absent, to support this warrant article during the Pre-Town Meeting public hearing held on April 7, 2014.

#### **Article Twenty: Other Items**

This warrant article allows attendees at Town Meeting to raise any other items for consideration.

## APPENDIX A

### Full Text of Proposed Amendments to the Hanover Zoning Ordinance

#### Key Guide:

- Additions to existing text are indicated by *bold italics*
- Deletions to existing text are indicated by ~~stricken through~~.

#### Full Text of Article Two: Zoning Amendment No. 1: Banners

- A. Delete Section 317.2E regarding signs and banners and re-number subsequent subsections;
- B. Add a new section, 317.6 Banners, to allow banners in the “I” district under certain conditions; and
- C. Add to Section 902 a definition of “banner”.

##### A. Delete Section 317.2E

~~317.2E In the I district, institutionally owned art museums, the primary purpose of which is to collect, promote the study of, and present to the institutional community and the public, works of art, such as painting or sculpture, are permitted, in addition to signs otherwise allowed, to use signs and banners both to identify the museum to the public and to announce exhibitions open to the public. These signs or banners may contain the name of the museum and/or the title of an exhibition, and may also contain graphic designs, either permanent or periodically changeable, related to the works of art in the museum’s collection or to the nature of any special exhibition taking place at the museum. Signs or banners shall be placed only on private property; may be affixed to standards, lamp posts, or buildings; and may be posted throughout the year. Not more than three signs and banners identifying the museum or its exhibitions may be posted at any one time facing each public street on which the museum has frontage; the sign or banner closest to the public street may contain the name of the museum and pictorial elements, either permanent or periodically changeable, related to works of art in the museum’s collection only; each such sign or banner shall not exceed fifty square feet in area on each of two sides.~~

##### B. Add a new Section 317.6 as follows:

*Section 317.6 Banners In the “I” district institutional building owners are permitted, In addition to signs and banners otherwise permitted, to install banners On private property related to institutional activities Banners may be affixed to standards, lamp posts, or buildings and may be posted throughout the year for up to twelve (12) weeks at a time for each installation at each location or for the period of time commensurate with the term of the institutional activity reflected in the banner. Not more than three banners may be posted at one time on any building facade visible from a public street Banners shall not exceed one hundred and fifty square feet in area on each of two sides.*

##### C. Add a new definition to Section 902 as follows:

*Banner: A banner is a large piece of flexible material with a design, picture, or writing on it, is visible from a public street and is temporarily attached to standards, lamp posts or buildings.*

#### Full Text of Article Three: Amendment No. 2: Zoning Permit

Amend Section 1001, Zoning Permit by deleting 1001.8 regarding transferability of permits, and then renumbering the remaining subsections.

~~Section 1001.8 No permit issued hereunder shall be transferrable.~~

**Full Text of Article Four: Amendment No. 3: Side and Rear Setback Regulations**

Amend Section 209.3 B Side and Rear Setback Regulations and Exemptions to increase the side and rear setback for accessory buildings by replacing “7 feet” with “10 feet”.

Section 209.3 Side and Rear Setback Regulations and Exceptions:

- A. No structure shall project into any required side or rear setback.
- B. Exceptions: A garage, carport or any accessory building, whether or not attached to the principal Structure, not exceeding 15 feet in height and no part of which is used as a dwelling space, as well as a deck, patio, swimming pool or tennis court, may be located within the side or rear setback, but not closer than ~~7~~ **10** feet to the side or rear lot line. These exceptions shall not apply to any lot within, the BM, B, D, OL, or I District which adjoins a residential district.
- C. Bus shelters and public utility structures or equipment, including but not limited to, water and wastewater treatment and filtration plants and appurtenances thereto, which because of function cannot reasonably be located other than wholly or partially within a required setback, are permitted.

**Full Text of Article Five: Amendment No. 4: “GR” and “SR” Maximum Building Footprint and Maximum Lot Coverage**

- A. Amend Table 204.5 GR and Table 204.6 SR by reducing the maximum building footprint allowed to 25% and maximum lot coverage to 50%, except for lots in the GR district greater than 30,000 square feet or lots fronting on West Wheelock Street or South Park Street for which the maximum building footprint will be reduced to 35% and lot coverage to not more than 65%.
- B. Amend Section 209.5 to delete the first paragraph.
- C. Delete Section 304.
- D. Amend Section 902 definition of Lot Coverage to clarify which portions of a lot and improvements are included in the calculation of lot coverage.

Table 204.5 "GR" General Residence

Area and Dimensions: (all measurements in feet and inches unless otherwise stated)

District	Class*	Minimum Lot Size		Area per Additional Family	Minimum Setbacks			Maximum Height	Building Footprint	Lot Coverage ii
		Area	Frontage		Front	Side	Rear			
GR-1	1	10,000	80	5,000	30**	15	20	35	25%	50%
	2	15,000	125	10,000	30**	15	30	35	25%	50%
GR-2	1	10,000	80	i	20**	10	20	35	25%	50%
GR-3	1	21,780	80	21,780	20	10	20	35	25%	50%
GR-4****	1	5,000	60	5,000	25	15	20	35***	25%	50%

- i: 3,000 square feet for second family; 2,000 square feet for each additional family.
- ii: ~~For lots of 20,000 square feet or less, building footprint shall not exceed 35% and lot coverage shall not exceed 65%; for lots of more than 20,000 square feet, building footprint shall not exceed 55% and lot coverage shall not exceed 80%.~~
- ii: *For lots of more than 30,000 square feet and GR properties fronting on West Wheelock Street or South Park Street the building footprint shall not exceed 35% and lot coverage shall not exceed 65%.*

- \* Explanation appears in Section 208.
- \*\* For lots on the turnaround portion of cul-de-sacs, see Section 209.1.
- \*\*\* Maximum height in the GR-4 district may be increased to 45 feet subject to the limitations stated in Section 502.3.0(3).
- \*\*\*\* For hotels in GR-4, the following area and dimensional standards shall apply instead of the above:
  - Minimum Lot Area: 10 acres
  - Minimum Frontage: 200 feet
  - Minimum Setbacks:
    - Front: 50 feet
    - Side and Rear: 50 feet
    - Maximum Height: 35 feet
    - Floor Area Ratio: 0.2
- \*\*\*\*\* See Section 213 West End Neighborhood Overlay District

Table 204.6 “SR” Single Residence

Area **and** Dimensions: (all measurements in feet and inches unless otherwise designated)

District	Class*	Minimum Lot Size		Minimum Setbacks			Maximum Height	Building Footprint	Lot Coverage
		Area	Frontage	Front	Side	Rear			
SR-1	1	30,000	130	35***	20	50	35	25%	50%
	2	60,000	200	35***	30	75	35	25%	50%
	3	100,000	300	50***	30	75	35	25%	50%
SR-2	1	15,000	100	35	15	40	35	25%	50%
	2	20,000	125	35	20	40	35	25%	50%
SR-2	1	10,000	85	30***	15	20	35	25%	50%

- \* Explanation appears in Section 208.
- \*\* For lots on the turnaround portion of cul-de-sacs, see Section 209.1.
- \*\*\* See Section 213 West End Neighborhood Overlay District.

209.5 Building Footprint and Lot Coverage:

~~In the RO, GR and SR Zoning Districts the percentage of the total area of a lot of record covered by a building footprint, including accessory buildings, shall not exceed 35%. Lot coverage, that is, the percentage of the total area of a lot of record covered by structures and improvements including but not limited to decks, porches without roofs, driveways, parking areas or facilities, or impervious surfaces shall not exceed 65%, except that for lots of more than 20,000 square feet in the GR Zoning District a building footprint, including accessory buildings, shall not exceed 55% and lot coverage shall not exceed 80%.~~

For Open Space Developments, Planned Residential Developments, and Continuing Care Retirement Communities, building footprint and lot coverage shall be determined by the standards in Article V.

~~Section 304 — Building Coverage, Open Porches, Carports and Garages~~

~~304.1 The portion of any structure located underground shall not be included in the calculation of lot coverage or setback.~~

~~304.2 In determining the percentage of the total area of a lot of record covered by structures and improvements, lot coverage shall include but not be limited to decks, porches without roofs, driveways, parking areas or facilities, or impervious surfaces.~~

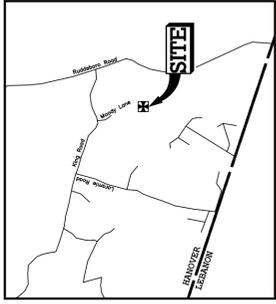
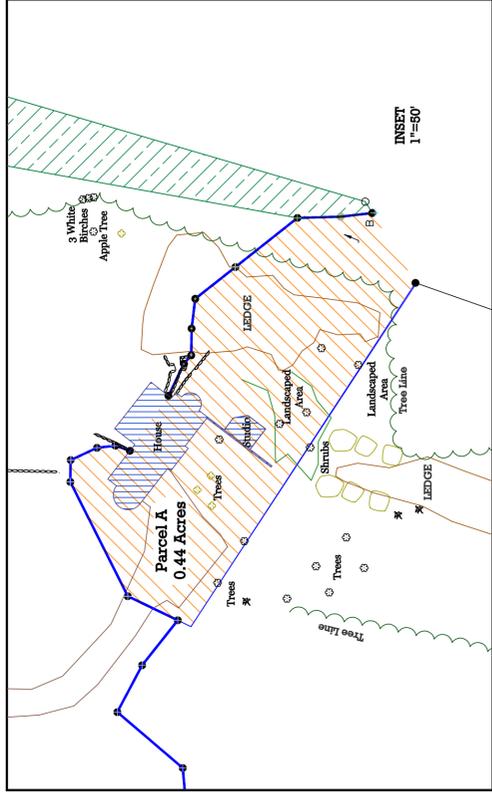
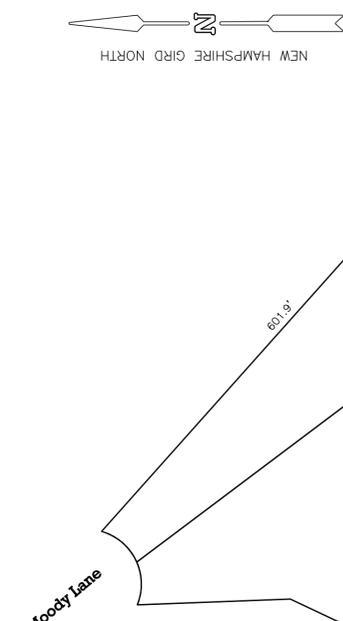
Section 902 Term Definitions

Lot Coverage:

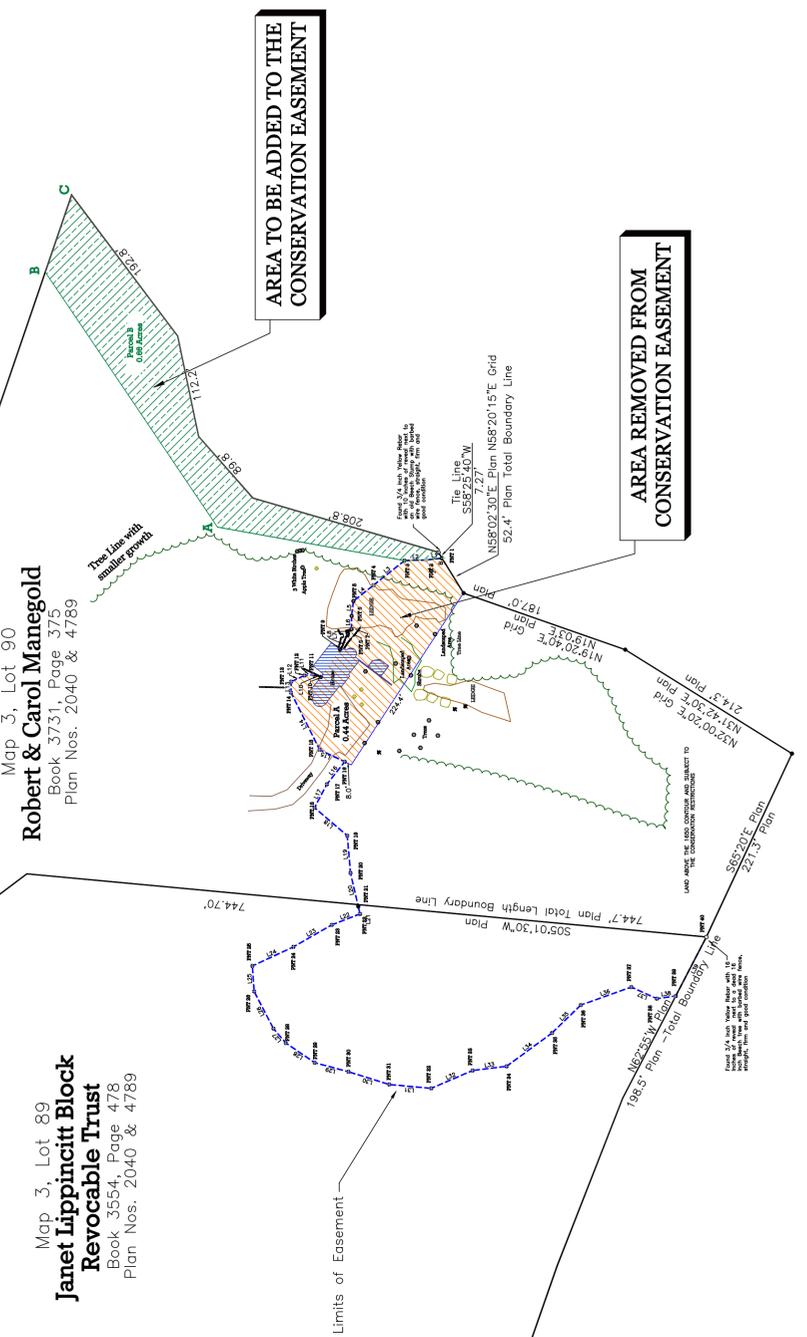
The ~~percentage portion~~ of a lot of record covered by structures and improvements including but not limited to decks, porches without roofs, *parking areas*, *all* driveways *accessing*; parking areas or facilities, ~~or and all other~~ impervious *and improved* surfaces *and constructed areas*. “Lot Coverage” *excludes the portion of any structure located underground.*

1650 CONTOUR LINE COURSED AND DISTANCES AND NE GRID COORDINATES FOR POINTS ALONG THE CONTOUR

Course	Bearing	Distance	Point	Northing	Eastings
L1	N 06°41'09" W	17.40	1	430186.22	847524.35
L2	N 01°34'28" S	23.57	2	430197.50	847522.33
L3	N 88°28'34" W	43.25	3	430221.06	847521.68
L4	N 38°21'39" S	27.93	4	430254.91	847894.77
L5	N 85°04'43" W	16.43	5	430276.82	847877.44
L6	N 89°07'45" W	14.64	6	430278.80	847861.13
L7	N 89°57'52" W	6.11	7	430279.02	847846.50
L8	N 64°17'47" W	19.44	8	430283.03	847841.89
L9	N 55°04'57" W	36.71	9	430291.46	847824.37
L10	N 19°32'20" E	8.43	10	430312.47	847794.27
L11	N 06°38'01" W	10.10	11	430326.41	847797.09
L12	N 25°06'57" W	15.84	12	430330.44	847795.92
L13	N 88°55'49" W	69.95	13	430344.78	847789.20
L14	S 65°21'31" W	11.93	14	430345.01	847777.27
L15	S 25°44'47" W	30.30	15	430313.64	847714.74
L16	N 51°38'29" W	31.40	16	430286.35	847701.58
L17	N 62°11'23" W	28.96	17	430285.84	847676.96
L18	S 40°33'27" W	47.01	18	430315.35	847651.35
L19	S 84°58'38" W	41.08	19	430283.63	847620.78
L20	S 76°56'07" W	37.56	20	430285.03	847579.86
L21	S 76°56'07" W	8.37	21	430271.54	847543.27
L22	N 21°17'22" W	33.01	22	430269.65	847535.11
L23	N 29°50'25" W	46.31	23	430300.41	847523.13
L24	N 24°58'26" W	49.48	24	430342.31	847499.09
L25	S 85°56'43" W	27.95	25	430387.17	847478.20
L26	S 62°36'25" W	45.74	26	430385.19	847450.32
L27	S 49°23'39" W	20.73	27	430364.15	847409.71
L28	S 34°22'05" W	38.25	28	430356.65	847393.97
L29	S 15°04'25" W	38.06	29	430315.08	847372.38
L30	S 17°24'03" W	46.60	30	430282.33	847352.48
L31	S 05°18'03" W	46.08	31	430237.86	847348.55
L32	S 25°21'57" E	49.21	32	430191.97	847344.29
L33	S 07°06'18" E	37.38	33	430146.80	847363.80
L34	S 36°18'18" E	61.55	34	430105.71	847368.43
L35	S 44°13'33" E	43.80	35	430060.11	847404.87
L36	S 19°39'02" E	58.55	36	430028.72	847435.42
L37	S 24°36'38" W	30.66	37	429973.58	847455.11
L38	S 08°28'40" E	20.86	38	429945.71	847442.35
L39	S 62°37'15" E	72.58	39	429925.08	847445.42
			40	429891.70	847509.87



LOCUS T.I.S.



Map 3, Lot 90  
Robert & Carol Manegold  
Book 3731, Page 375  
Plan Nos. 2040 & 4789

Map 3, Lot 89  
Janet Lippincott Block  
Revocable Trust  
Book 3554, Page 478  
Plan Nos. 2040 & 4789

SURVEY NOTES:

- The 1650 contour line is the limit of the Conservation Easement deduced from Peter and Matson VanDyck to the Town of Hanover and recorded in Book 1475, page 873.
- The 1650 Contour Line was located on the ground using a Topcon Hiper Lite survey grade GPS receiver. The NAD 1929 datum was established with reference to the USGS Bench Mark located at the corner of US Route 4 and Ruddsboro Road.
- To mark the line on the ground 6 inch spikes with orange nylon whisks were placed at the intervals shown on this plan as a "PNT". The contour data was tied to the referenced plans boundary lines using the noted found corner monuments.
- Reference is made to Plan No. 2040 titled Peter Van Dyck - Owner, King Road, Etna, NH, Dated Jan. 18, 1982. Project No. 14281, by K.A. LeClair Assoc. Inc.

EASEMENT HOLDER: HANOVER CONSERVATION COMMISSION  
Town of Hanover  
P.O. Box 483  
Hanover, New Hampshire 03755

DEED REFERENCE: BOOK 1475, PAGE 873  
PLAN REFERENCE: PLAN NO. 2040

Revised January 31, 2014 - changed to 100 scale, reconfigured Parcels A and B  
Revised March 25, 2014 - removed Ledge Hatch

**Draft Print**  
03/26/2014 9:20:07 AM

**SITE EXHIBIT**  
**ROBERT & CAROL MANEGOLD**  
**and**  
**THE TOWN OF HANOVER**

MOODY LANE, HANOVER, NEW HAMPSHIRE  
Project No. 1122  
October 24, 2012

SCALE: 1" = 100'  
0 100 200 300 400 500

ROCKWOOD LAND SERVICES, LLC  
P.O. BOX 347, HARTLAND, VERMONT 05046  
(802)436-1039 rockis@vermontel.net

TIMOTHY W. ROCKWOOD  
LLS. NO. 618

I HEREBY CERTIFY THAT TO THE BEST OF MY BELIEF AND KNOWLEDGE THIS BOUNDARY SURVEY MEETS THE NEW HAMPSHIRE URBAN CLASS SURVEY STANDARD. THE BOUNDARY LINES AND MONUMENTS SHOWN ARE CONSISTENT WITH THE REFERENCED DEEDS AND PLANS, UNLESS NOTED OTHERWISE, AND ARE THE BASIS FOR THE SURVEYOR'S OPINION OF THE BOUNDARY LINE LOCATIONS.

I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO N.H.P.S.A. TITLE LXIV AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN RSA 676:18, III

DATE: \_\_\_\_\_  
LICENSED LAND SURVEYOR NO 618: \_\_\_\_\_



Appendix D  
**A Hanover Petition to Get Big Money Out of Politics**

**Purpose**

To put political pressure on our state and federal representatives to actively support an amendment to the United States Constitution designed to reduce the corruptive influence of big money in politics.

**How it works**

Once the petition has been signed by 25 or more persons registered to vote in Hanover, an article containing a resolution to Get Big Money Out of Politics will be placed on the Town Warrant and voted upon at the annual Town Meeting, May 13<sup>th</sup>, 2014.

**What will this resolution do?**

The resolution instructs our representatives in Washington and Concord to support an amendment to the United States Constitution that (1) recognizes the authority of Congress and state legislatures to regulate political spending, and (2) makes clear that the rights enumerated in the Constitution were intended for real people, not entities such as corporations or unions.

**Why is this important?**

A series of Supreme Court and lower court decisions in recent years, most notably *Citizens United vs FEC* (2010), have defined our First Amendment right to free speech to mean the right of wealthy individuals, corporations, and others groups to spend unlimited sums to influence elections. As a consequence, political spending has exploded, resulting in negative and misleading ads, institutionalized corruption favoring big donors, a paralyzed government incapable of addressing today's most pressing problems, and an electorate which has increasingly lost faith in our political system.

**Why vote on this at the town level?**

Members of Congress are now so dependent on special interest money that they are extremely unlikely to move forward an amendment of their own accord. Only grassroots political pressure will force them to act.

**What would a constitutional amendment do?**

A constitutional amendment would remove court-created roadblocks to meaningful campaign finance reform. It would not dictate details of those reforms; it would simply make them possible.

**Aren't constitutional amendments rare?**

Not really. Twelve amendments were ratified in the 20th century. That's more than one amendment per decade.

**Is Hanover alone in this effort?**

No. Towns across the state, perhaps as many as sixty this year, are participating.

**Who's behind this?**

The Coalition for Open Democracy (COD), a Concord-based, nonpartisan campaign reform organization cofounded by Doris "Granny D" Haddock, and Public Citizen, a national organization, are facilitating this project. Those involved at the town level (just about everyone) are volunteers.

**How can I find more information or get personally involved?**

For information about COD, go to [www.coalitionforopendemocracy.org](http://www.coalitionforopendemocracy.org). For information about this effort in Hanover, contact Rick Bourdon: 795-2818; [rick.bourdon@gmail.com](mailto:rick.bourdon@gmail.com). *Volunteers needed.*

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# REPORT OF THE SELECT BOARD AND TOWN MANAGER

## Development of Comprehensive Budget Guidelines

During 2013, the Select Board spent a considerable amount of time in dialogue with Town staff and with the Hanover Finance Committee regarding the approach the Town takes in developing proposed budgets for Town Meeting consideration. The Select Board's primary responsibility as it relates to the fiscal management of the Town is to bring to Town Meeting each year a proposed budget which they believe sets the fiscal priorities for the community and which works to balance the Town's operational needs with careful consideration of the ability of taxpayers to fund Town operations. Over the years the Select Board has been guided by a set of beliefs and objectives that have informed its decision making and Board members felt it was important to clearly articulate those for the benefit of our citizens.

The following lays out the Budget Guidelines as adopted by the Board:

### Definitions:

- Grand List: Total assessed value of all property in the Town of Hanover
- Tax Levy: Total revenues raised from taxes
- Tax Rate: Tax Levy /Grand List
- Individual Tax Bill: Tax Rate x Individual Assessed Value
- State Downshifting: Downshifting occurs when the State no longer shares revenues (i.e. rooms and meals tax), and /or no longer shares costs (i.e. retirement funding) as they have historically. Downshifting either lowers revenues or increases costs to the Town.

### Inflation Indexes:

- The Consumer Price Index "CPI" is published by the US Government and measures the increase in the cost of a hypothetical basket of goods (food, clothing, gas, electricity, insurance, etc.) consumed by the average household.
- The Municipal Cost Index "MCI" is published by American and County and measures the increase in the cost of a hypothetical basket of goods bought by municipalities and counties, to include the costs of labor, materials and contracted services.
- There are no indexes that give the rate of inflation of town government expenses over time. Neither the CPI nor the MCI address the Town's total bucket of goods, thus they provide limited guidance in setting an inflation factor for municipal spending.

### Objectives and Beliefs:

1. *Our primary budget objective is to balance the needs /desires of our citizens with their willingness/ability to pay. The Board of Selectmen has historically tried to accomplish this by targeting tax rate increases within the CPI.*

Discussion: There are always more desired and justifiable expenses than the Town can or should fund, and thus some limiter is needed. The Board of Selectmen has historically tried to limit the growth in an individual's tax bill to the CPI. The Board uses the CPI not because it reflects the inflation in the Town's costs (which it does not), but because it reflects the overall inflation in what our citizens purchase. By limiting tax rate increases to the CPI, we are, in essence, managing town spending such that the increase in a citizen's tax bill is in line with the

increase in all of their other expenses. The goal is to have the cost of Town services as a percentage of a tax payer's total expenses remain constant.

2. *We appreciate Town staff as professionals and valued partners and want to provide a climate and culture that will attract and retain the best.*

Discussion: Our goal is to pay in the 50 to 75<sup>th</sup> percentile for Towns of our size and complexity along with competitive benefits and a positive, long term work environment. We believe that this will allow the Town to attract and retain the best.

3. *Before funding new initiatives, our goal is to maintain a high level of current services and to provide them cost effectively.*

Discussion: Town staff is continually looking at ways to save money. Examples include implementing energy efficiency improvements and selectively contracting out some services (e.g. recycling) while bringing others in house (e.g. downtown trash pickup and highway line painting) . Hanover citizens expect a very high level of services (bare pavement plowing, rapid public safety response, parametric EMS services, full range of recreational programs, etc.) which need to be met before new initiatives are funded.

4. *Our goal is to adequately fund long term liabilities.*

Discussion: We do not kick the can down the road. In difficult budget years, the least painful short term ways to balance a budget are to underfund ongoing operations (e.g. road paving) or to inadequately fund capital and / or operating reserves. Not adequately funding current operations inevitably costs more in the long run. Good fiscal management requires that we adequately fund capital reserves to meet future capital liabilities and operating reserves to meet unexpected expenses or shortfalls in revenues.

5. *The Board of Selectmen does not use operating reserves to manage the tax rate.*

Discussion: Our reserve management guideline is intended to assure this.

6. *The Town invests for the long term.*

Discussion: We would prefer to do a project right rather than cheaply. This is reflected in our willingness to fund projects over several years so that there is adequate money to do the job well. Examples of investing for the long term include the development of Dresden Village, the rebuilding of Reservoir Road after the flood, and bike lanes on Park Street.

7. *The Board of Selectmen believes that spending by the town on new initiatives can generate significant value to the taxpayers.*

Discussion: Spending requests come from many sources: Affordable Housing, Conservation Commission, Sustainable Hanover, Planning Board, and Recreation Department to name a few. Recent examples of initiatives that the Select Board believes have added significantly to our collective quality of life (standard of living) or reduced future expenses are:

- The Black Center
- Howe Library expansion of facility and hours
- Dresden Village roadway/sidewalk/streetscape improvements
- Bike Lanes on North and South Park Street

- Properly rebuilding Reservoir Road so that it hopefully will not wash out with every big storm
- Hayes Farm Park project in Etna Village (Library addition, parking lot, playing field)
- Sustainable Hanover initiatives
- Contributions to the Three Party Agreement that led to new and renovated schools

These could not have been accomplished without some incremental spending beyond bare bones budgets.

8. *We recognize that all of the above objectives may not be achievable in any given year.*

Discussion: In years when incomes are not going up as fast as the CPI, we try to targeted tax rate increases below the CPI. In years when circumstances do not allow us to limit the tax rate increase to the CPI, The Board of Selectmen explains the causes at Town Meeting.

9. *The Town will pass through State downshifting to the taxpayer.*

Discussion: The State, without a broad based tax, has limited ways to deal with State budget issues such as the underfunded State retirement system. The State has solved its problem by downshifting, and thus, in essence, tapping into a broad based tax at the local level. Downshifting has been a very effective strategy for the State and we can expect even more in the future. Absorbing State downshifting is unsustainable to the Town and would quickly lead to a significant reduction of Town services. However, the Town is also sensitive to this added expense to the taxpayer. In years when down shifting is the most severe, the Board will do as much as is reasonable to limit the impact.

### **Improved Capital Improvement Program and Commitment to Capital Reserves**

Beginning in the summer of 2013, Town staff committed significant time to overhauling the Capital Improvement Program, which models planned capital expenditures looking out 10-20 years for equipment, facilities and infrastructure. Included in this planning effort was an in-depth assessment of all Town buildings, roadways, sidewalks, bridges, traffic signals, recreational facilities and equipment (vehicles, generators, HVAC systems, etc.) with the goal of conservatively estimating the replacement timeframe and projected future real time cost for each and every type of facility the Town maintains for the public's benefit. Not only is the CIP an excellent planning tool, but it also drives the level of capital reserves we strive to establish and maintain for every element of capital we own. In part, we overhauled the CIP with an eye toward assessing the adequacy of our various capital reserve funds, particularly as we assess the potential future impact of increasingly severe weather events on our capital infrastructure.

As a result of the CIP planning process, Town staff recommended that the Board of Selectmen consider increasing the annual contributions to several capital reserve funds. The Board focused much of their budget review on the need for these enhanced contribution levels, and the Proposed Budget for FY 2014-15 reflects implementation of several staff funding recommendations. The goal of adequately funding capital reserves based on more refined CIP planning is to insure that sufficient funds are available for future needed investment in Town facilities, infrastructure and equipment and significantly reducing the likelihood of substantial, one-time increases in the tax rate or in user fees necessitated by costly building or infrastructure repairs.

## **Hayes Farm Park Takes Shape**

2013 saw a considerable amount of construction activity on the Hayes Farm Park property in the heart of Etna Village, representing the culmination of a five year planning effort. Thanks to many generous donations which enabled purchase of the farm property from the Hayes Family, Town staff and the Etna Library Trustees spent many months developing the final plans for the Library addition while a cross-functional Town team developed the final plans for the parking and playing field enhancements. Staff of the Public Works Department then implemented the site work and construction of a new parking lot to serve the Library and prepared the foundation for the construction of the handicap accessible addition to the original building. Working in cooperation with Mink Hill Timber Frame of Bradford, NH, the Town's own talented carpenters completed all of the interior finish work for the addition, saving the project a significant amount of expense. In the meantime, staff of the Public Works Department worked together with Recreation Department staff to plan and construct the enhanced playing field and parking area behind the Etna Fire Station.

In late January of 2014, the Etna Library held an open house on a glorious, snow covered January weekend. While Library guests came together to enjoy the wonderfully enhanced building, we all smiled when we gazed north across the farm field as skaters enjoyed the outdoor skating rink installed on the new playing field just up the hill to the north. This project represents the best of what the Hanover community can do – public fundraising, great community input, donated labor, in-house planning, and plenty of sweat equity and equipment provided by Town staff, all of which resulted in a wonderful new public place for all in the community to enjoy.

## **The FY 2014-2015 Budget**

The combined totals for the seven funds included in the Proposed Budget for FY 2014-15 recommend expenditures of \$23,859,114 which is a decrease of \$190,141 or 0.8% below the total appropriations approved for FY 2013-14. The overall decrease is the result of reduced capital reserve expenditures, offset by a minor increase in expenditure levels.

Of the total appropriations, \$8,938,366 is to be raised from property taxes, an increase of \$273,172 or 3.2% over the amount raised in FY 2013-14. Taking into account the expected \$17 million increase in total assessed valuation, the budget requires a municipal General Fund tax rate increase of 2.51%, from \$4.44 to \$4.55.

Of this total appropriation, \$911,235 represents capital reserve and other reserve fund purchases which are offset by the appropriation of revenue to finance the purchases from their respective reserves. As such, capital reserve purchases do not impact the tax rate. The total capital reserve expenditure recommendations represent a \$923,668 or 50.3% decrease below the FY 2013-14 Budget, reflecting reduced capital expenditures in all funds.

The actual expenditures for all funds net of capital projects funded from capital reserves and other reserve funds represent a total \$22,947,879 or 3.3% above the FY 2013-14 Budget. The expenditure details are outlined in detail below, by fund.

## **Current Fiscal Climate**

Six years and counting.....the Board of Selectmen and Town staff have spent the better part of the past six years working together to determine how to maintain current service levels and respond to specific requests for service, infrastructure and facility enhancements while minimizing local tax rate increases in the face of an enormously complex and sustained economic downturn. This situation has been made all the more difficult by: 1) the State of New Hampshire's unwillingness to tackle their own

budgetary woes head on, preferring to downshift their problems onto cities and towns and kick the proverbial can down the road relative to infrastructure reinvestment rather than facing the State's need to raise additional revenue in the face of a stagnant economy and federal budget cuts; 2) the deeply dysfunctional rift between Republicans and Democrats within the U.S. Congress, which has resulted in the nation's lackluster economic recovery and led to deep cuts in critical programs that assist the unemployed, the underemployed and those living at or below the poverty level; and 3) climate change, which has forced many states and localities to spend significant resources on emergency response and enormously costly post-storm repairs. Add to that our own local economic downturn spurred by: 1) fairly dramatic changes within the DHMC community stemming from comprehensive health care reform efforts leading to economic uncertainty in the regional health care sector; and 2) a significant decrease in construction activity on the Dartmouth campus resulting from the completion of a sustained period of expansion and renovation on the campus and a decision by the College to pause and consider facility priorities under the leadership of a new President, resulting in some local economic stagnation in the construction sector and a reduction in local building permit revenues.

Local communities and many of our citizens continue to struggle as a result of the economic downturn and halting recovery – either as their local property taxes increase while local communities attempt to shoulder the service burdens abdicated by the Federal and State government or as services are reduced to avoid the specter of raising taxes or fees. While those of us at the local level stand by and watch, Federal programs continue to be defunded and State programs eviscerated or completely eliminated, downshifting abounds and the buck stops at the local level as agencies and citizens in need look to municipal government to fill in the gap. The worrisome outcome is that local communities feel further alienated from their State and Federal government as we experience reduced government sympathy for our plight at the local level and reduced financial support while simultaneously experiencing increasing federal and state mandates. It is particularly unsettling to watch the level of cynicism directed toward local government by many members of the NH Legislature.....this while we watch the rancor play out in the U.S. Congress, almost as if it were some sort of theatrical performance. We can only hope we are nearing the bottom of this recessionary, politically divisive cycle and that things will improve as we head out of 2014. In the meantime, the proposed budget before Town Meeting is essentially a “hold the line, no new initiatives, no-frills” endeavor with the only real enhancement a commitment to increasing our contributions to some of the Town's capital reserve funds to insure that we are well provisioned to replace equipment, buildings and infrastructure as needed over the coming years. We are particularly motivated to shore up these reserve funds given the increasing severity of global weather which has had local impacts resulting from inundating rain, flooding and high winds.

## Highlights – Tax Supported Funds

### General Fund

The General Fund Proposed Budget for FY 2014-15 recommends appropriations totaling \$13,545,875, which represents an increase of \$181,436 or 1.4% over the appropriation for FY 2013-14. Taking into account the benefit of the growth in total assessed valuation (projected to be \$17 million) and netting out the General Fund's capital reserve expenditures totaling \$436,000 which are offset by the transfer in of revenue from various reserves, a General Fund tax rate increase of 2.5% is required to fund this budget, taking the tax rate from the current \$4.44 to \$4.55.

### Revenue

1. The Proposed Budget assumes an estimated \$17 million increase in total assessed valuation which generates an additional **\$75,480** at the current tax rates above the tax revenues budgeted for FY 2013-14.

2. We continue to be challenged in maximizing our short-term interest earnings in this climate of 3-month Treasury Bill rates hovering at zero. Consequently, we have further **reduced** our projected earnings by **\$15,000** (from \$50,000 budgeted in FY2013-14 to \$35,000 in the proposed budget) to reflect these increasingly lower yields. Given that, prior to the recession, the Town previously saw revenue in the range of \$350,000 from short-term interest earnings; this continues to represent a significant hit on local municipal budgets.
3. Rooms and Meals tax revenue is up **\$40,000** from FY 2013-14, which is the lone bit of positive news from the State revenue front.
4. Building permit revenue is reduced by **\$130,000 or 36%** (a projection already reduced by 13% in the FY 2013-14 budget), reflecting the overall reduction in Dartmouth-related building activity related, in part, to the change of administration which has led to an almost complete throttling back of College related construction during the transition period.
5. The Proposed Budget reflects use of \$120,000 in Undesignated Fund Balance (UDFB), reflecting the second of a two year commitment to use a total of \$240,000 in UDFB.

#### Expenditures

1. As Salaries and Benefits comprise just over 70% of the overall General Fund Operating Budget, the Town works hard to look for opportunities to keep these costs in check. In the coming budget year, we are facing a negotiated 1.0% cost-of-living adjustment by agreeing to extend current three year contracts with all three bargaining units, set to expire on June 30, 2014, by one additional year through June 30, 2015 and applying that same COLA to all other employees. Add to that 2.0% merit steps for eligible employees, and a guaranteed maximum 7.8% increase in health insurance rates benchmarked to the cost increase of the Blue Choice Tier 3 and 10/20/45 prescription drug plan. The Town and its employees worked hard in 2011 to negotiate union contracts based on a "Total Compensation" approach, linking the many forms of employee compensation together to reflect the total increased cost of compensating our employees from year to year. This approach factors in salaries, the cost of health insurance and related employee co-payments, increases in social security, worker's compensation, and the significantly increasing cost of participation in a financially challenged New Hampshire Retirement System. In FY 2014-15, the total increase in General Fund Salaries and Benefits, reflects a year-to-year increase of 2.3%, representing an additional **\$217,657** of General Fund expenditures.
  - a. After factoring in a 1.0% cost-of-living adjustment and a 2.0% merit step for eligible employees, additional funds of **\$113,545** are proposed for FY 2014-15 salaries, reflecting a **1.7%** increase (reflecting that a number of senior employees have reached the top of their pay grade and are not eligible for a 2.0% merit step).
  - b. The guaranteed maximum rate increase for the Town's FY 2014-15 health insurance premiums was set at 7.8% in October. However, projecting next year's health insurance cost given the current benefits eligibility of employees, their cost-share (which increases as their salary grows), and their opt-out status, a **4.7%** or **\$72,564**, budget-to-budget increase is proposed.
2. The Administrative Services Department has focused on increasing staff efficiency via a number of software enhancements (to enable customers to access information, register animals and motor vehicles, and to make multiple types of payments online, thereby reducing foot traffic into Town Hall) and operational changes with an eye toward saving staff expense. In the FY 2013-14 budget the Department reduced one full-time position to part-time to reflect the reduced staff time required to serve customers directly, and in the FY 2014-15 Proposed Budget, that position is eliminated,

saving **\$23,000**. In addition, as a result of new online enhancements and electronic parking meters enabling credit card transactions at the meter as well as the shift of some of the Parking Clerk duties out to the Administrative Services and Assessing Department's administrative staff, the Parking Division was able to eliminate one full-time Parking Clerk. As such, a portion of the staff costs in Administrative Services is shifted to the Parking Fund to reflect the portion of General Fund staff time dedicated to parking related administrative tasks (**\$29,766**).

3. In the Information Technology Department, **\$6,000** is saved by renegotiating the Town's internet connectivity contract for all Town buildings. The construction and operationalizing of the NH FastRoads open access network has enabled four ISP's (Sovernet, G-4, Bayring and WiValley) to offer internet service over the network at prices more than 50% lower for more than double the amount of bandwidth. The Town previously paid \$12,000 per year for 20 Mbps, which often resulted in a reduced bandwidth capacity during peak facility utilization periods, and will now be able to purchase 50 Mbps of capacity at a cost of \$6,000 per year. That is the beauty of competition which has been enabled by the NH FastRoads open access network which has access to lower cost internet backhaul for the western and southwestern regions of NH and is available to any and all ISP's and other internet based service businesses.
4. A committee consisting of Town staff, Conservation Commission members and other local volunteers, has developed a plan for modest improvements to the trail access and parking area that serves the South Esker Conservation area. This project is recommended in response to work undertaken with local residents who were concerned about the traffic speeds and enforcement challenges surrounding inappropriate use of this area. Town staff will construct the improvements during the summer of 2014, implementing a design developed by Jim Kennedy and Judy Reeve, at a materials cost of **\$5,200**.
5. The roof of the original portion of the Howe Library requires replacement. Town staff contemplated replacement of the roof at the time of the addition construction but it was determined that there was some additional useful life remaining in the original roof. The cost of the project (**\$106,750**) is funded by a withdrawal from reserves so will have no impact on the tax rate but does underscore the importance of fully funding this particular capital reserve fund.
6. A modest increase is budgeted for the maintenance of the Etna Library (~**\$3,000**) based on the operating cost of the new addition, offset by substantial energy efficiency investments made in the original building as part of the renovation and expansion work completed in the fall of 2013. Additional savings will be incurred in the future once the windows in the original building are replaced.
7. The amount expended to support the work of the Town's Prosecutor, Chris O'Connor, via the Lower Grafton County Prosecutorial Association, is reduced by **\$12,503** in FY 2014-15 to reflect a lower percentage of time allocated to Hanover cases in FY 2013-14.
8. Two new sidewalk tractors and two trucks are proposed to be replaced in FY 2014-15 (**\$330,000**) with the full amount to be expended from the Equipment Reserve. The Town's Holder sidewalk tractors are workhorses in our fleet and during this winter, we have experienced increased frequency of breakdowns, reflecting the fact that both tractors are nearing the end of their useful life. An increased level of breakdowns can significantly hamper the ability of DPW staff to adequately maintain sidewalks during winter storms, thereby increasing the Town's liability and generating a greater number of citizen complaints.
9. One of the priorities established by the Board for FY 2013-14 was to determine the optimal funding level for our street paving program. Town staff developed a refined Highway Paving Program which was reviewed with the Board during last year's budget discussions. The result of

the discussion was a commitment to boosting the paving contribution by approximately **\$11,000-\$15,000** per year over three years so that we could attain a total of **\$40,000** in additional funding over time.

10. KAST (Hanover's After School Program) revenue is projected to increase substantially to reflect increased demand, the addition of 20 slots for all day kindergarten students beginning in September of 2014, and a modest rate increase. That revenue increase is utilized to fund the conversion of one part-time position to full-time to assist the Director with planning and procurement as well as the addition of additional part-time staff to accommodate the increase in participants. The KAST program is fully self-supporting, so any increase in expense is fully offset by projected revenue generated by the Town's popular after-school program.

### Fire Fund

The proposed FY 2014-15 Budget recommends Fire Fund expenditures of \$3,111,441, representing a decrease of \$107,423 or 3.3% below the FY 2013-14 appropriations. The decrease is mainly attributable to the elimination of expenditure for vehicle replacement, which represented a substantial expenditure in the FY 2013-14 budget. Funding for the Fire Department is substantially drawn from property taxes assessed to three different fire districts: Fire District #1 serviced by fire hydrants; Fire District #2 not serviced by fire hydrants and west of Moose Mountain; and Fire District #3 not serviced by fire hydrants and east of Moose Mountain. The costs related to the fire hydrant system are borne only by those taxpayers in Fire District #1; all other costs are shared equitably among the property valuation in Fire Districts #1 and #2; and Fire District #3 pays one-half of the Fire District #2 rate in recognition of the delay in service delivery given their remote location.

The proposed Fire District tax levy for FY 2014-15 is projected to be \$2,820,018, up from the current year's levy of \$2,732,085. With projected growth in the Town's net assessed valuation of \$17 million but with varying increases in total valuation across the three separate Fire Districts the Fire District tax rate increases by 1.3% (District 1) to 1.6% (Districts 2 and 3) depending on the specific District. There are several items of note in the Proposed Fire Fund budget.

1. The Fire Fund Proposed Budget includes the use of **\$119,635** in fund balance to fund the cost of rebuilding and repaving the entrance ramp and rear parking lot that serves the Main Station and the front driveway of the Etna Fire Station. The parking lot has not been repaved since the original construction of the Police Station addition in the 1980's, so removal of the paving, reconstruction of the sub-base, and installation of new drainage and conduit will all be accomplished with this project. Drawdown of this amount will take the Fire Fund UDFB down to 8.84%.
2. There is a **\$12,079** increase in salaries and a **\$10,340** increase in health insurance benefits and retirement contributions, reflecting a 1.0% cost-of-living adjustment, 2% merit steps for eligible employees, an estimated 7.8% increase in health insurance costs, offset by the replacement of Chief Bradley who retired in October 2013 and a more senior firefighter who resigned in mid-2014 with employees at lower steps in grade.
3. Staff proposes implementation of a new Fire Inspection fee, to be assessed along with Building Permit fees, for all relevant construction. This revenue, estimated at **\$37,000** would cover the cost of the part-time Fire Inspector position. Previously, this position has been fully paid for by the Fire Fund with no offsetting revenue. In FY 2014-15, Town staff looked to the establishment of this new fee in order to minimize the Fire District tax rate increase. The actual Fire Inspection fee will be determined in the spring as part of the annual adoption of the Rates and Fees schedule.

4. For the first time, labor and benefits costs associated with Fleet Maintenance and Facilities Maintenance staff are transferred to all of the enterprise funds in the FY 2014-15 Proposed Budget, including the Fire Fund, based on the percentage of staff time dedicated to Fire Department vehicles and facilities.

### Parking Fund

The Parking Fund Budget for FY 2014-15 anticipates expenses and revenues of \$1,806,150, which is a decrease of \$93,454 or 4.9% below the FY 2013-14 appropriations. The decrease reflects reduced staffing costs resulting from the elimination of one full-time position and the replacement of two prior full-time positions with a mix of part-time positions, along with a reduced level of capital expense. No reinstatement of the Downtown Parking District Tax is recommended.

During FY 2013-14, Parking Division staff implemented a series of operational changes designed to boost revenues, improve parking meter technology for improved customer service, and provide a better range of parking options for Downtown employees in an effort to shift more all day parking to the periphery of Downtown, thereby opening up more short-term meter spaces for visitors. Town staff has seen immediate improvements as a result of these measures – meter revenue is projected to increase by 52.3% in FY 2014-15, which is an increase of **\$230,000**. More Downtown employees have purchased permits to park on Hovey Lane and lower Lebanon Street, and meter feeding enforcement is beginning to yield results. In March of this year, the Parking Facility will begin to allow Downtown employees who hold Thompson Arena parking permits to park in the facility after 10:00 am for \$2.00, depending on facility utilization levels that morning.

1. One full-time Administrative Assistant (AA) position is eliminated in the FY 2014-15 budget, reflecting the decrease in foot traffic enabled by the implementation of online payment and pay-by-credit card parking meters. In addition, the full-time Parking Lieutenant position is reduced to a part-time position and one full-time position in parking enforcement is reduced to two part-time positions, resulting in salary and benefits savings. As an offset, with the transfer of some of the remaining administrative responsibilities previously held by the Parking AA to the staff of the Administrative Services and Assessing Departments, a portion of their General Fund salaries is allocated to the Parking Fund. All total, we accomplished net savings to the Parking Fund of **over \$113,000** via staff reorganization and reduction.
2. FY 2014-15 sees the first year of implementation of the increased costs related to credit card processing related to online payment processing and meter upgrades to enable credit card use **(\$26,768)**.
3. Labor and benefits costs associated with Fleet Maintenance and Facilities Maintenance staff are transferred to all of the enterprise funds in the FY 2014-15 Proposed Budget, including the Parking Fund, based on the percentage of staff time dedicated to Parking Division vehicles and facilities.
4. The second phase of parking meter replacements is budgeted in FY 2014-15 for a total expense of **\$157,000**. When completed, all of the meters will take credit cards. This expense is fully covered by a transfer in from the Parking Equipment Reserve.
5. Sealing of Parking Facility building joints and capstones is recommended for implementation in FY 2014-15 **(\$30,000)**, to be fully offset by a transfer in from the Parking Facility reserve.

## Highlights – Non-Tax Supported Funds

### Ambulance Fund

The FY 2014-15 Budget for the Ambulance Fund recommends expenditures of \$793,719, which amounts to a decrease of \$46,612, or 5.5% below the FY 2013-14 Budget. The decrease is due to a return to more normal capital equipment expenditure levels, having replaced three AED's in FY 2013-14.

The per-capita community contributions from the Towns of Hanover, Lyme and Norwich help to offset Hanover Ambulance Service operating costs not covered by patient billings. The per capita rate is proposed to increase from \$25.99 to \$27.10 or a 4.3% increase:

<b>Town</b>	<b>FY2014 Contribution</b>	<b>Proposed FY 2015 Contribution</b>
Hanover	\$206,134	\$214,942
Lyme	\$44,595	\$46,500
Norwich	<u>\$91,373</u>	<u>\$95,277</u>
<b>Totals</b>	<b><u>\$342,102</u></b>	<b><u>\$356,719</u></b>

The Town continues to monitor the level of ambulance utilization relative to our patient rates to be sure that this operation remains fiscally healthy and viable. There has been a recent reduction in patient billings which is the result of positive developments on the Dartmouth campus related to alcohol consumption. Other reductions in ambulance calls and transports may simply be a cyclical reduction in overall community utilization. Given the reduced revenue combined with the desire to limit the increase in the community contribution to approximately 4%, staff recommends utilizing \$20,000 in Ambulance Fund UDFB; utilization of this amount will reduce the Ambulance Fund UDFB to 8.58%. Increases in certain patient billing rates will be proposed to the Board when it considers the proposed FY 2014-2015 Rates and Fees Schedule.

### Water Reclamation Facility Fund

The recommended expenditures in the WRF Fund for FY 2014-15 are \$2,661,073 which represents an increase of \$54,385, or 2.1%. The increase is solely attributable to several small capital projects totaling \$157,000, which are fully offset by a transfer in from the Water Reclamation CRF.

There are no significant new initiatives planned for the Water Reclamation Division, which completed Phase III of the near decade-long series of treatment plant improvements in 2013, including: (1) replacement of aging and obsolete equipment; (2) reduction of energy dependence; and (3) continued improvements in solids handling capacity.

Labor and benefits costs associated with Fleet Maintenance and Facilities Maintenance staff are transferred to all of the enterprise funds in the FY 2014-15 Proposed Budget, including the Water Reclamation Facility Fund, based on the percentage of staff time dedicated to wastewater vehicles and facilities.

Governor Hassan's proposed reinstatement of funding for the State's "delayed and deferred" State Aid Grant program in FY 2013-14, which was funded by the Legislature during the 2013 session, is welcome news indeed. There is currently \$43,319 in budgeted FY 2014-15 revenue reflecting 20% reimbursement for bond costs for the Phase III upgrade.

Capital projects proposed for 2014-15 include a series of repairs to the plant necessitated by the removal of much of the obsolete equipment replaced during the Phase III upgrade as well as the installation of insulation in the building which is woefully under-insulated (vintage 1970's construction). All of the capital projects are funded by a transfer in from the Water Reclamation CRF. There is a proposed \$232,000 withdrawal from the Water Reclamation Facility's UDFB to offset the cost of these building improvements (\$157,000); and to return \$75,000 to ratepayers to whittle down the UDFB.

### Water Utility Fund

The recommended expenditures in the Water Utility Fund for FY 2014-15 are \$1,940,857 which represents a decrease of \$178,471, or 8.4%. There are several additional items of note in the Proposed Water Utility Fund budget.

1. Installation of the new water meters will be completed by late spring of 2014. Until the project is complete, we are not yet in a position to determine the additional water revenue which will be generated by use of the new, much more accurate meter technology. As such, we are not yet prepared to project any increased water revenue for FY 2014-15.
2. Labor and benefits costs associated with Fleet Maintenance and Facilities Maintenance staff are transferred to all of the enterprise funds in the FY 2014-15 Proposed Budget, including the Water Fund, based on the percentage of staff time dedicated to Water Department vehicles and facilities. Based on the relatively static water revenues, coupled with the decision by the Board in FY 2013-14 to reduce the hydrant rental charge from the Water Fund to the Fire Fund based on a more accurate reflection of the cost to maintain the hydrant system, the Water Fund is currently spending more than it is taking in, necessitating a 5% water rate increase if no expenditure reductions are implemented.
3. Two capital projects are proposed for implementation in FY 2014-15: replacement of four water filter modules (**\$60,000**) which are all part of the original filtration equipment installed when the plant was constructed; and one chemical feed pump (**\$21,600**). Both of these projects are proposed to be funded by the Water Utility capital reserve fund.

## HANOVER FINANCE COMMITTEE

### **Position Statement on Town of Hanover FY15 Proposed Budget**

#### **Summary:**

During its meeting on March 10, 2014, the Hanover Finance Committee (HFC) voted against the proposed FY15 Hanover town budget with a vote of 3 to 2 (2 members absent). After carefully reviewing the proposed budget and meeting with town officials, the majority of HFC concluded that the proposed budget did not meet the guidelines set forth by the Finance Committee in October of 2013. We recommend that the Town reject this budget.

#### **The Role of the Finance Committee:**

The HFC is an appointed Town committee comprised of Hanover residents,<sup>1</sup> charged with reviewing financial matters of the Town of Hanover and Hanover School District, and offering guidance on those matters to the Town and its officials. As part of its deliberations about the proposed Town budget, the HFC reviewed the Town's projected revenue and expenditure data, and discussed the details of the budget with town officers.

#### **HFC Guidance to the Board of Selectmen:**

After considering the Board of Selectmen's draft guideline for future Town budgets, and conducting research on historical budget data for Hanover and a group of comparable municipalities in NH, the HFC provided the following guidance on October 26, 2013:

- 1) Express budget increases in reference to the tax *levy* rather than the tax *rate*.  
Historically, the Board of Selectmen has tied tax rate increase guidelines to the rate of inflation as measured by CPI. The HFC agrees that tax increases should be contained by the rate of inflation; however, the HFC believes that the tax *levy* rather than the tax *rate* is a more appropriate metric. These metrics differ in that the tax rate is derived from the tax levy divided by the total assessed property values (aka the Grand List). The HFC believes that the tax levy is more appropriate because it removes constantly changing property values from the equation and makes the data more comparable over longer periods. Furthermore, absent an expansion of the town population, there is little connection between changing property values and the need for town services.
- 2) Determine budget increase guidelines using a three-year rolling average of CPI.  
The HFC recognizes that budgets can fluctuate from year to year and some of these fluctuations may be beyond the Selectmen's control (e.g., items introduced during Town Meeting). The HFC, therefore, recommends that the Board of Selectmen propose budgets each year such that the three-year rolling average for growth in the municipal tax levy will match the three-year average for CPI-U.
- 3) Offset 50% of state downshifting with budget reductions, and pass through 50% to taxpayers.  
Since FY09, the state has downshifted \$1.6 million in cumulative revenue decreases and expense increases to the town which, to date, have been fully absorbed by the taxpayer in the form of higher property taxes. The downshifting now represents an annual dollar cost of \$537,510 in the town's annual tax levy. The HFC believes that the taxpayer cannot continue to absorb 100% of future downshifting, and recommends that any additional downshifting be managed by both cost reductions and tax increases.

#### **Majority Opinion:**

In voting with the Majority, the Committee members noted that the budget represents a *tax levy* increase year-over-year of approximately 3.20% versus an increase in the rolling average CPI increase (November) of 1.90%. This is despite the fact that there is NO additional state downshifting of expenses in this year's budget. In the past 10 years, total *tax levy* has increased an average of 5.40% per year during years when the CPI-U Index has increased an average of 2.60%. Committee members believe that continued increases in spending that outstrip

<sup>1</sup> The members of the HFC are Heidi Postupack (Chair), Kristi Fenner, Michael Gerling, Daryl Press, John Ruth, Jay Buckley (Board of Selectmen representative), and Jona Roberts (Hanover School Board representative)

inflationary increases are unsustainable and that the tax burden on the population is becoming too large. In recommending rejection of the FY15 budget, the Finance Committee urges taxpayers to send the message to the Board of Selectmen to make hard choices and hold the line on expense growth and capital expenditure decisions to help ease the tax burden on the population.

**Minority Opinion:**

Committee members voting in favor of the Town budget believe that Town Management put forward a lean operating budget that represented a .90% increase in the tax *rate* over the previous year. The remaining increase, which brought the tax *rate* increase to 2.27%, represented funding to replenish capital reserves, a prudent long-term strategy to avoid future shortfalls. Town Management and the Board of Selectmen considered the 3-year rolling average of CPI (December) of 2.30% in establishing the final budget. Although the Board of Selectmen has not yet adopted the HFC's guidance to use the tax *levy* as the metric for expressing town budgets, their concerted effort to remain within the recommended HFC guideline of the 3-year rolling average of CPI should be acknowledged. In future budgets, the HFC expects more to be done to spread expenses and capital expenditures in a way that will moderate expense growth, and work toward conversion from a tax *rate* to tax *levy* metric.

## TOWN OF HANOVER - Gross Appropriations Budget Overview

	2013-2014 Approved Budget	2014-2015 Proposed Budget	\$ CHANGE	%CHANGE
<b>General Fund and Special Accounts:</b>				
General Government Administration	1,776,320	1,726,173	(50,147)	-2.8%
Town Properties	967,795	923,132	(44,663)	-4.6%
Police Department	2,223,043	2,246,027	22,984	1.0%
Public Works	3,610,564	3,645,990	35,426	1.0%
Health and Social Services	289,210	298,927	9,717	3.4%
Parks and Recreation	763,643	859,537	95,894	12.6%
Libraries	1,050,487	1,047,730	(2,757)	-0.3%
Conservation Commission	15,700	18,200	2,500	15.9%
Unallocated - Pooled Expenditures	2,667,677	2,780,159	112,482	4.2%
<b>Total General Fund</b>	<b>13,364,439</b>	<b>13,545,875</b>	<b>181,436</b>	<b>1.4%</b>
<b>Tax Supported Funds:</b>				
General Fund	13,364,439	13,545,875	181,436	1.4%
Fire Fund	3,218,864	3,111,441	(107,423)	-3.3%
Parking Operations*	1,899,604	1,806,150	(93,454)	-4.9%
<b>Total Expenditures-Tax Supptd. Funds</b>	<b>18,482,907</b>	<b>18,463,465</b>	<b>(19,442)</b>	<b>-0.1%</b>
<b>Tax Subsidy</b>	<b>11,469,526</b>	<b>11,843,384</b>	<b>373,858</b>	<b>3.3%</b>
<b>Tax Ratio</b>	<b>62.05%</b>	<b>64.14%</b>		<b>3.4%</b>
<i>*The Parking Operations Fund is substantially self-funded from Parking fees and fines, receiving a fixed amount of 85,000 annually from Tax Increment Financing District taxes levied.</i>				
<b>Non-Tax Supported Funds:</b>				
Water Reclamation Facility	2,606,688	2,661,073	54,385	2.1%
Water Utility Fund	2,119,328	1,940,857	(178,471)	-8.4%
Hanover Ambulance Services	840,331	793,719	(46,612)	-5.5%
<b>Total Non-Tax Funds</b>	<b>5,566,347</b>	<b>5,395,648</b>	<b>(170,699)</b>	<b>-3.1%</b>
<b>Grand Total All Funds</b>	<b>24,049,254</b>	<b>23,859,114</b>	<b>(190,141)</b>	<b>-0.8%</b>
<b>Capital Projects Funded from Capital Reserve and Other Reserve Funds:</b>				
General Fund	569,835	483,000	(86,835)	-15.2%
Fire Fund	354,100	119,635	(234,465)	-66.2%
Parking Operations	340,322	30,000	(310,322)	-91.2%
Water Reclamation Facility	176,646	157,000	(19,646)	-11.1%
Water Utility Fund	319,000	121,600	(197,400)	-61.9%
Hanover Ambulance Services	75,000	-	(75,000)	-100.0%
<b>Total from Reserve Funds for Capital Projects</b>	<b>1,834,903</b>	<b>911,235</b>	<b>(923,668)</b>	<b>-50.3%</b>
<b>Grand Total All Funds <u>Less</u></b>				
<b>Reserve Funded Capital Projects</b>	<b>22,214,351</b>	<b>22,947,879</b>	<b>733,527</b>	<b>3.3%</b>

## Town of Hanover Budget Departmental Summary

*Note: to conserve paper and to control printing costs, departmental detail has not been included; however, this level of detail is certainly available upon request!*  
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	<u>FY2011 Year- End Actuals</u>	<u>FY2012 Year- End Actuals</u>	<u>FY2013 Year- End Actuals</u>	<u>FY2014 Adopted Budget</u>	<u>FY2015 Proposed Budget</u>	<u>Change FY14 Budget to FY15 Budget</u>	<u>% Change FY14 Budget to FY15 Budget</u>
<b><u>General Fund Revenues and Transfers from Reserve Funds</u></b>							
Administrative Svcs & Other Genl Govt	1,296,259	1,317,878	1,388,790	1,337,200	1,339,889	2,689	0.2%
Planning and Zoning	458,882	348,554	246,490	429,939	258,200	(171,739)	-39.9%
Town Properties	75,102	157,934	62,495	207,548	129,455	(78,093)	-37.6%
Police	506,055	921,429	570,063	608,415	581,083	(27,332)	-4.5%
Public Works	763,833	1,110,474	675,563	771,912	777,130	5,218	0.7%
Parks and Recreation	372,774	540,804	534,965	500,950	599,465	98,515	19.7%
Libraries	72,337	62,801	64,086	63,250	63,725	475	0.8%
Conservation Commission	20,998	51,134	56,748	10,500	10,000	(500)	-4.8%
Unallocated - Pooled Revenues	8,480,323	8,766,537	9,072,424	9,434,725	9,786,928	352,203	3.7%
<b>Total General Fund Revenues</b>	<b>12,046,564</b>	<b>13,277,544</b>	<b>12,671,625</b>	<b>13,364,439</b>	<b>13,545,875</b>	<b>181,436</b>	<b>1.4%</b>
<b><u>General Fund Expenditures</u></b>							
<b>Personnel Costs</b>							
Administrative Svcs & Other Genl Govt	862,646	1,002,000	958,134	1,001,347	991,238	(10,109)	-1.0%
Planning and Zoning	360,185	371,206	395,330	380,183	393,928	13,745	3.6%
Town Properties	225,871	243,438	234,967	244,498	247,448	2,950	1.2%
Police	1,816,882	2,039,657	1,945,784	2,003,219	2,036,205	32,986	1.6%
Public Works	1,420,208	1,408,184	1,454,321	1,567,552	1,554,699	(12,853)	-0.8%
Health and Social Services	9,146	8,946	16,533	14,000	14,000	-	0.0%
Parks and Recreation	386,964	478,680	482,991	526,646	601,219	74,573	14.2%
Libraries	833,139	884,523	897,571	925,601	937,853	12,252	1.3%
Associated Employee Benefits	2,250,632	2,472,950	2,482,465	2,810,669	2,914,781	104,112	3.7%
<b>Total Personnel</b>	<b>8,165,673</b>	<b>8,909,583</b>	<b>8,868,096</b>	<b>9,473,715</b>	<b>9,691,372</b>	<b>217,657</b>	<b>2.3%</b>

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<b>Non-Personnel Costs</b>							
Administrative Svcs & Other Genl Govt	368,284	359,527	306,250	330,732	302,202	(28,530)	-8.6%
Planning and Zoning	44,586	45,546	78,469	64,058	38,805	(25,253)	-39.4%
Town Properties	559,341	618,769	536,075	723,297	675,683	(47,614)	-6.6%
Police	156,256	360,277	133,786	219,824	209,822	(10,002)	-4.6%
Public Works	1,556,255	2,300,974	2,152,267	2,043,012	2,091,291	48,279	2.4%
Health and Social Services	249,847	235,885	247,968	275,210	284,927	9,717	3.5%
Parks and Recreation	216,421	260,886	259,165	236,997	258,318	21,321	9.0%
Libraries	117,536	110,933	132,019	124,886	109,877	(15,009)	-12.0%
Conservation Commission	25,175	55,217	37,106	15,700	18,200	2,500	15.9%
Unallocated - Pooled Expenditures	(137,058)	(89,054)	(112,201)	(142,992)	(134,622)	8,370	-5.9%
<b>Total Non-Personnel</b>	<b>3,156,644</b>	<b>4,258,961</b>	<b>3,770,903</b>	<b>3,890,724</b>	<b>3,854,502</b>	<b>(36,222)</b>	<b>-0.9%</b>
<b>Personnel and Non-Personnel</b>							
Administrative Svcs & Other Genl Govt	1,230,931	1,361,527	1,264,384	1,332,079	1,293,440	(38,639)	-2.9%
Planning and Zoning	404,771	416,752	473,798	444,241	432,733	(11,508)	-2.6%
Town Properties	785,212	862,207	771,043	967,795	923,132	(44,663)	-4.6%
Police	1,973,138	2,399,934	2,079,570	2,223,043	2,246,027	22,984	1.0%
Public Works	2,976,463	3,709,158	3,606,587	3,610,564	3,645,990	35,426	1.0%
Health and Social Services	258,993	244,831	264,501	289,210	298,927	9,717	3.4%
Parks and Recreation	603,385	739,566	742,157	763,643	859,537	95,894	12.6%
Libraries	950,675	995,456	1,029,590	1,050,487	1,047,730	(2,757)	-0.3%
Conservation Commission	25,175	55,217	37,106	15,700	18,200	2,500	15.9%
Unallocated - Pooled Expenditures	2,113,574	2,383,897	2,370,263	2,667,677	2,780,159	112,482	4.2%
<b>Total General Fund Expenditures</b>	<b>11,322,317</b>	<b>13,168,544</b>	<b>12,638,998</b>	<b>13,364,439</b>	<b>13,545,875</b>	<b>181,436</b>	<b>1.4%</b>
<b>General Fund Municipal Property Tax</b>	<b>7,820,908</b>	<b>7,973,771</b>	<b>8,329,334</b>	<b>8,652,441</b>	<b>8,938,366</b>	<b>285,925</b>	<b>3.3%</b>
<b>General Fund Tax Ratio</b>	<b>69.1%</b>	<b>60.6%</b>	<b>65.9%</b>	<b>64.7%</b>	<b>66.0%</b>		
<i>Percentage of General Fund Appropriations Paid for by Taxes</i>							

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<b><u>Special Funds Revenues</u></b>							
Fire Department	2,730,915	2,933,345	2,957,889	3,218,864	3,111,441	(107,423)	-3.3%
Hanover Ambulance Services	679,311	572,214	701,312	840,331	793,719	(46,612)	-5.5%
Water Reclamation Facility	4,258,026	2,296,375	2,441,936	2,606,688	2,661,073	54,385	2.1%
Water Utility Fund	1,554,972	1,472,662	1,452,838	2,119,328	1,940,857	(178,471)	-8.4%
Parking Operations	1,687,816	1,540,314	1,607,792	1,899,604	1,806,149	(93,455)	-4.9%
<b>Total Special Funds Revenues</b>	<b>10,911,040</b>	<b>8,814,911</b>	<b>9,161,768</b>	<b>10,684,815</b>	<b>10,313,239</b>	<b>(371,576)</b>	<b>-3.5%</b>
<b><u>Special Funds Expenditures</u></b>							
<b><u>Personnel Costs</u></b>							
Fire Department	1,632,124	1,835,943	1,825,761	1,888,362	1,910,673	22,311	1.2%
Hanover Ambulance Services	444,183	443,693	503,733	545,704	556,223	10,519	1.9%
Water Reclamation Facility	566,353	608,900	580,781	603,510	636,883	33,373	5.5%
Water Utility Fund	413,793	461,046	425,006	437,349	457,081	19,732	4.5%
Parking Operations	424,806	434,176	502,830	463,497	350,298	(113,199)	-24.4%
<b>Total Personnel</b>	<b>3,481,258</b>	<b>3,783,759</b>	<b>3,838,111</b>	<b>3,938,422</b>	<b>3,911,158</b>	<b>(27,264)</b>	<b>-0.7%</b>
<b><u>Non-Personnel Costs</u></b>							
Fire Department	1,138,247	1,132,116	1,132,128	1,330,502	1,200,767	(129,735)	-9.8%
Hanover Ambulance Services	191,484	207,427	197,579	294,627	237,495	(57,132)	-19.4%
Water Reclamation Facility	3,691,643	1,318,188	1,654,679	2,003,178	2,024,191	21,013	1.0%
Water Utility Fund	263,154	1,025,995	1,192,252	1,681,979	1,483,776	(198,203)	-11.8%
Parking Operations	1,263,010	1,105,100	1,098,499	1,436,107	1,455,852	19,745	1.4%
<b>Total Non-Personnel</b>	<b>6,547,539</b>	<b>4,788,825</b>	<b>5,275,136</b>	<b>6,746,393</b>	<b>6,402,081</b>	<b>(344,312)</b>	<b>-5.1%</b>
<b><u>Personnel and Non-Personnel</u></b>							
Fire Department	2,770,371	2,968,059	2,957,889	3,218,864	3,111,441	(107,423)	-3.3%
Hanover Ambulance Services	635,667	651,120	701,312	840,331	793,719	(46,612)	-5.5%
Water Reclamation Facility	4,257,996	1,927,088	2,235,459	2,606,688	2,661,073	54,385	2.1%
Water Utility Fund	676,947	1,487,041	1,617,258	2,119,328	1,940,857	(178,471)	-8.4%
Parking Operations	1,687,816	1,539,276	1,601,329	1,899,604	1,806,150	(93,454)	-4.9%
<b>Total Special Funds Expenditures</b>	<b>10,028,797</b>	<b>8,572,584</b>	<b>9,113,248</b>	<b>10,684,815</b>	<b>10,313,239</b>	<b>(371,576)</b>	<b>-3.5%</b>

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<b>Special Funds Tax Support</b>							
<b>Fire District Taxes</b>	2,513,710	2,563,518	2,688,932	2,732,085	2,820,018	87,933	3.2%
<b>Fire Fund Tax Ratio</b>	90.7%	86.4%	90.9%	84.9%	90.6%		
<i>Percentage of Fire Fund Appropriations Paid for by Taxes</i>							
<b>Parking District and Tax Increment     Financing District Taxes</b>	86,877	87,360	86,903	85,000	85,000	-	0.0%
<b>Parking Fund Tax Ratio</b>	5.1%	5.7%	5.4%	4.5%	4.7%		
<i>Percentage of Parking Fund Appropriations Paid for by Taxes</i>							

## Town of Hanover - Recast Budget Summary - Functional Presentation

	2012-13 YTD	2013-14	2014-15		
	Actuals	Approved Budget	Proposed Budget	% Incr	\$ Incr
<b>General Fund</b>					
<b>Sources</b>					
Property Taxes - Town Portion Only	8,329,334	8,652,441	8,938,366	3.3%	285,925
Motor Vehicle and Other Town Clerk Fees	1,219,821	1,235,100	1,239,600	0.4%	4,500
Charges for Services and Participant Fees	1,097,982	1,088,812	1,198,524	10.1%	109,712
State Appropriations and Federal and Other Grants	748,035	764,932	786,250	2.8%	21,318
Transfers from Capital Reserves, Trust Funds and Other Reserve Funds	443,654	570,010	483,364	-15.2%	(86,646)
Planning & Zoning Permits and Fees	240,115	399,939	258,200	-35.4%	(141,739)
Other Taxes and Related Items (Land Use Change Tax, PILT, Yield Tax, Cable Franchise Fee)	226,227	177,884	183,062	2.9%	5,178
Other Miscellaneous Income	227,704	175,321	138,508	-21.0%	(36,813)
Transfer from General Fund Undesig. Fund Balance	87,335	120,000	185,000	54.2%	65,000
Outside Project Revenue/Other Project Support	25,322	130,000	100,000	-23.1%	(30,000)
Investment Income	26,096	50,000	35,000	-30.0%	(15,000)
<b>Total General Fund Sources</b>	<b>12,671,625</b>	<b>13,364,439</b>	<b>13,545,875</b>	<b>1.4%</b>	<b>181,436</b>
<b>Uses (w/Allocation of Facilities, Fringe Benefits and Other Costs)</b>					
Public Works	4,487,325	4,543,963	4,634,392	2.0%	90,429
Police Department	2,977,181	3,393,284	3,274,633	-3.5%	(118,650)
General Town Government	2,411,305	2,516,910	2,494,948	-0.9%	(21,962)
Libraries	1,573,092	1,642,297	1,784,945	8.7%	142,648
Parks & Recreation	1,190,096	1,267,986	1,356,957	7.0%	88,971
<b>Total General Fund Uses</b>	<b>12,638,998</b>	<b>13,364,439</b>	<b>13,545,875</b>	<b>1.3%</b>	<b>181,436</b>
<b>Fire Fund</b>					
<b>Sources</b>					
Fire District Taxes	2,688,932	2,732,085	2,820,018	3.2%	87,933
Transfer from Fire Fund Undesig. Fund Balance	48,048	-	119,635	-	119,635
Hydrant Rentals	75,839	78,536	78,536	0.0%	-
Charges for Services (e.g., Fire Alarms)	35,341	30,000	68,500	128.3%	38,500
Payment in Lieu of Taxes (Water Co. Taxes)	23,508	24,143	24,752	2.5%	609
Transfers from Capital and Reserve Fund	25,000	354,100	-	-100.0%	(354,100)
Federal, State and Other Grants	61,221	-	-	-	-
<b>Total Fire Fund Sources</b>	<b>2,957,889</b>	<b>3,218,864</b>	<b>3,111,441</b>	<b>-3.3%</b>	<b>(107,423)</b>
<b>Uses</b>					
Salaries and Benefits	1,825,761	1,888,362	1,910,673	1.2%	22,311
Hydrant System Charges (transfer to Water Fund)	590,836	478,325	477,725	-0.1%	(600)
Fire Suppression	348,660	281,425	327,792	16.5%	46,367
Facilities Costs (Main and Etna Fire Stations)	39,318	55,839	183,001	227.7%	127,162
Fire Apparatus and Vehicle Replacement	98,236	452,336	142,776	-68.4%	(309,560)
Administration	29,898	35,512	36,348	2.4%	836
Hazardous Materials, Prevention and Alarm Mtce.	9,073	14,211	19,049	34.0%	4,838
Training and Professional Development	16,107	12,854	14,077	9.5%	1,223
<b>Total Fire Fund Uses</b>	<b>2,957,889</b>	<b>3,218,864</b>	<b>3,111,441</b>	<b>-3.3%</b>	<b>(107,423)</b>

## Town of Hanover - Recast Budget Summary - Functional Presentation

	2012-13 YTD	2013-14	2014-15		
	Actuals	Approved Budget	Proposed Budget	% Incr	\$ Incr
<b><u>Ambulance Fund</u></b>					
<b><i>Sources</i></b>					
Service Charges (net of uncollectibles)	351,595	392,755	412,800	5.1%	20,045
Community Per Capita Contributions	304,376	342,101	356,719	4.3%	14,618
Transfer from Ambulance Fund Undesig. Fund	34,471	26,275	20,000	-23.9%	(6,275)
Other Income	4,883	4,200	4,200	0.0%	-
Transfers from Capital Reserve Fund	5,986	75,000	-	-100.0%	(75,000)
<b><i>Total Ambulance Fund Sources</i></b>	<b>701,312</b>	<b>840,331</b>	<b>793,719</b>	<b>-5.5%</b>	<b>(46,612)</b>
<b><i>Uses</i></b>					
Salaries and Benefits	503,733	545,704	556,223	1.9%	10,519
Administration (includes G&A Overhead)	118,004	141,747	153,437	8.2%	11,690
Ambulance and Rescue Apparatus Replacement	53,753	126,000	51,000	-59.5%	(75,000)
Operational Equipment and Supplies	25,822	26,880	33,058	23.0%	6,178
<b><i>Total Ambulance Fund Uses</i></b>	<b>701,312</b>	<b>840,331</b>	<b>793,719</b>	<b>-5.5%</b>	<b>(46,612)</b>
<b><u>Water Reclamation Facility (Sewer) Fund</u></b>					
<b><i>Sources</i></b>					
Sewer Usage Billings	2,224,503	2,307,492	2,306,039	-0.1%	(1,453)
Other Income	13,063	7,000	240,500	3335.7%	233,500
Outside Projects	-	50,000	50,000	0.0%	-
NH DES Grant-in-Aid	45,351	44,335	43,319	-2.3%	(1,016)
Sewer Connection Fees	139,019	21,215	21,215	0.0%	-
Transfers from Capital Reserves	20,000	176,646	-	-100.0%	(176,646)
Transfer from WRF Fund Undesig. Fund Balance	-	-	-	-	-
<b><i>Total WRF Fund Sources</i></b>	<b>2,441,936</b>	<b>2,606,688</b>	<b>2,661,073</b>	<b>2.1%</b>	<b>54,385</b>
<b><i>Uses</i></b>					
Plant Operations	995,469	1,003,382	1,049,208	4.6%	45,826
Plant Improvements-Capital Invest., Debt Svc	659,210	949,796	924,982	-2.6%	(24,814)
Salaries and Benefits	580,781	603,510	636,883	5.5%	33,373
Outside Project Work	-	50,000	50,000	0.0%	-
<b><i>Total WRF Fund Uses</i></b>	<b>2,235,459</b>	<b>2,606,688</b>	<b>2,661,073</b>	<b>2.1%</b>	<b>54,385</b>
<b><u>Water Utility Fund</u></b>					
<b><i>Sources</i></b>					
Water Customer Billings	1,395,419	1,595,033	1,729,496	8.4%	134,463
Transfer from Water Fund Undesig. Fund Balance	-	365,734	-	-100.0%	(365,734)
Outside Projects	2,639	75,000	75,000	0.0%	-
Transfers from Capital Reserves	-	69,000	121,600	76.2%	52,600
NH DES Grant-in-Aid	7,861	7,861	7,861	0.0%	-
Water Connection Fees	19,542	6,300	6,300	0.0%	-
Other Income	27,379	400	600	50.0%	200
<b><i>Total Water Fund Sources</i></b>	<b>1,452,838</b>	<b>2,119,328</b>	<b>1,940,857</b>	<b>-8.4%</b>	<b>(178,471)</b>
<b><i>Uses</i></b>					
Plant Improvements-Capital Invest., Debt Svc	1,012,252	1,331,977	1,130,617	-15.1%	(201,360)
Plant Operations	509,717	506,314	499,207	-1.4%	(7,107)
Salaries and Benefits	425,006	437,349	457,081	4.5%	19,732
Payment in Lieu of Taxes (Water Co. Taxes)	239,413	241,413	251,677	4.3%	10,264
Outside Project Work	16,706	75,000	75,000	0.0%	-
Hydrant System Charges (transfer from Fire Fund)	(585,836)	(472,725)	(472,725)	0.0%	0
<b><i>Total Water Fund Uses</i></b>	<b>1,617,258</b>	<b>2,119,328</b>	<b>1,940,857</b>	<b>-8.4%</b>	<b>(178,471)</b>

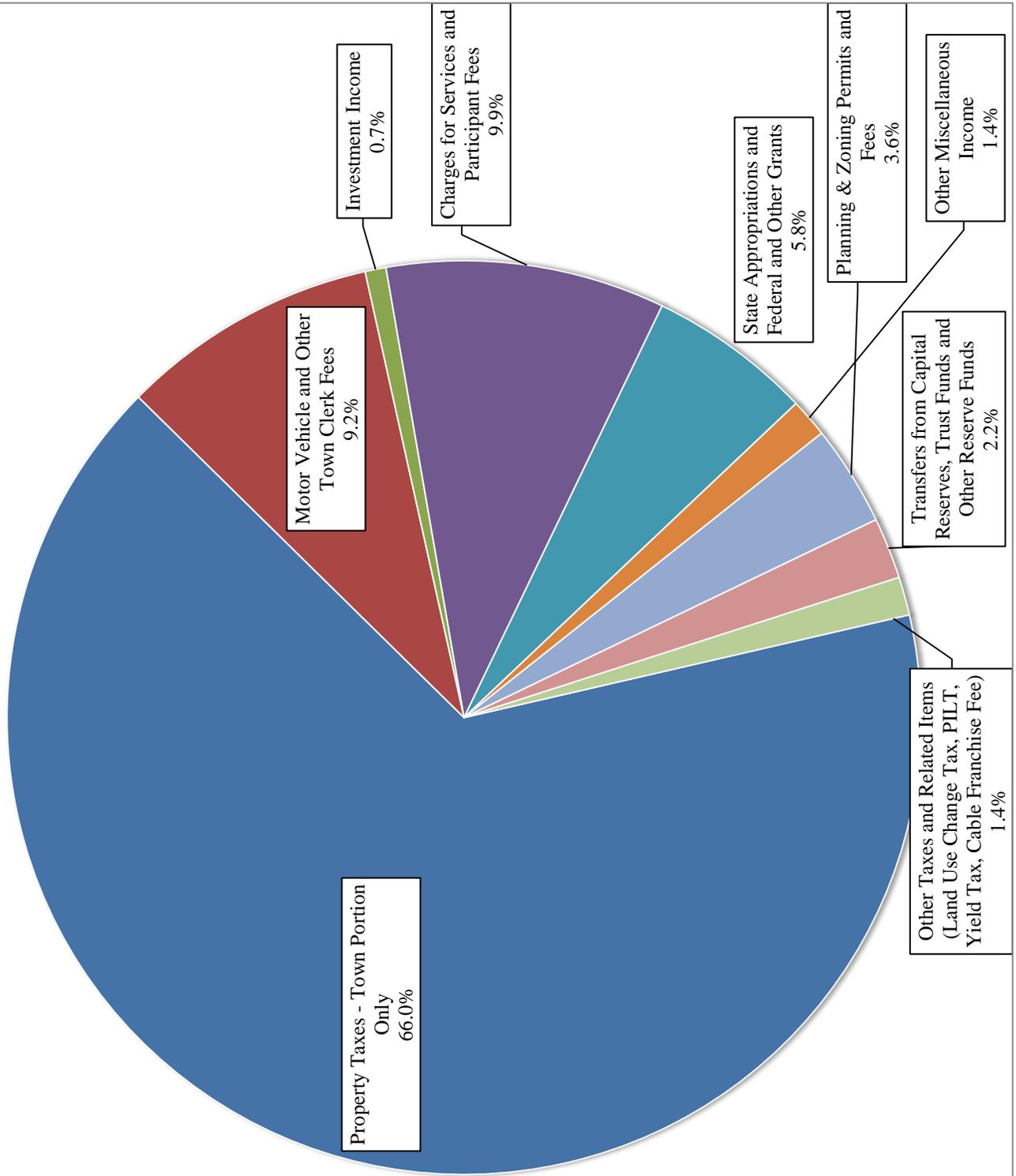
## Town of Hanover - Recast Budget Summary - Functional Presentation

	2012-13 YTD	2013-14	2014-15		
	Actuals	Approved Budget	Proposed Budget	% Incr	\$ Incr
<b><u>Parking Fund</u></b>					
<b><i>Sources</i></b>					
Surface Lot, Street Metered and Permit Parking	513,580	524,442	752,309	43.4%	227,867
Facility Permit, Leased and Short Term Parking	559,372	543,840	562,840	3.5%	19,000
Parking Fines	370,031	400,000	370,000	-7.5%	(30,000)
Tax Increment Financing (TIF) District Levy	86,903	85,000	85,000	0.0%	-
Transfers from Capital Reserve Fund	63,650	340,322	30,000	-91.2%	(310,322)
Miscellaneous Revenues	14,257	6,000	6,000	0.0%	-
<b><i>Total Parking Fund Sources</i></b>	<b>1,607,792</b>	<b>1,899,604</b>	<b>1,806,149</b>	<b>-4.9%</b>	<b>(93,455)</b>
<b><i>Uses</i></b>					
Parking Facility Capital Costs	421,600	447,459	419,696	-6.2%	(27,763)
Salaries and Benefits	502,830	463,497	350,298	-24.4%	(113,199)
Administration (includes G&A Overhead)	267,004	307,756	344,729	12.0%	36,973
Surface Lot and Street Parking Operating Costs	35,453	311,905	291,090	-6.7%	(20,815)
Advance Transit Shuttle Service, Municipal Contribution	195,749	202,254	227,205	12.3%	24,951
Parking Facility Operating Costs	160,535	160,733	163,132	1.5%	2,399
Surface Lot and Street Parking Capital Costs	18,159	6,000	10,000	66.7%	4,000
<b><i>Total Parking Fund Uses</i></b>	<b>1,601,329</b>	<b>1,899,604</b>	<b>1,806,149</b>	<b>-4.9%</b>	<b>(93,455)</b>

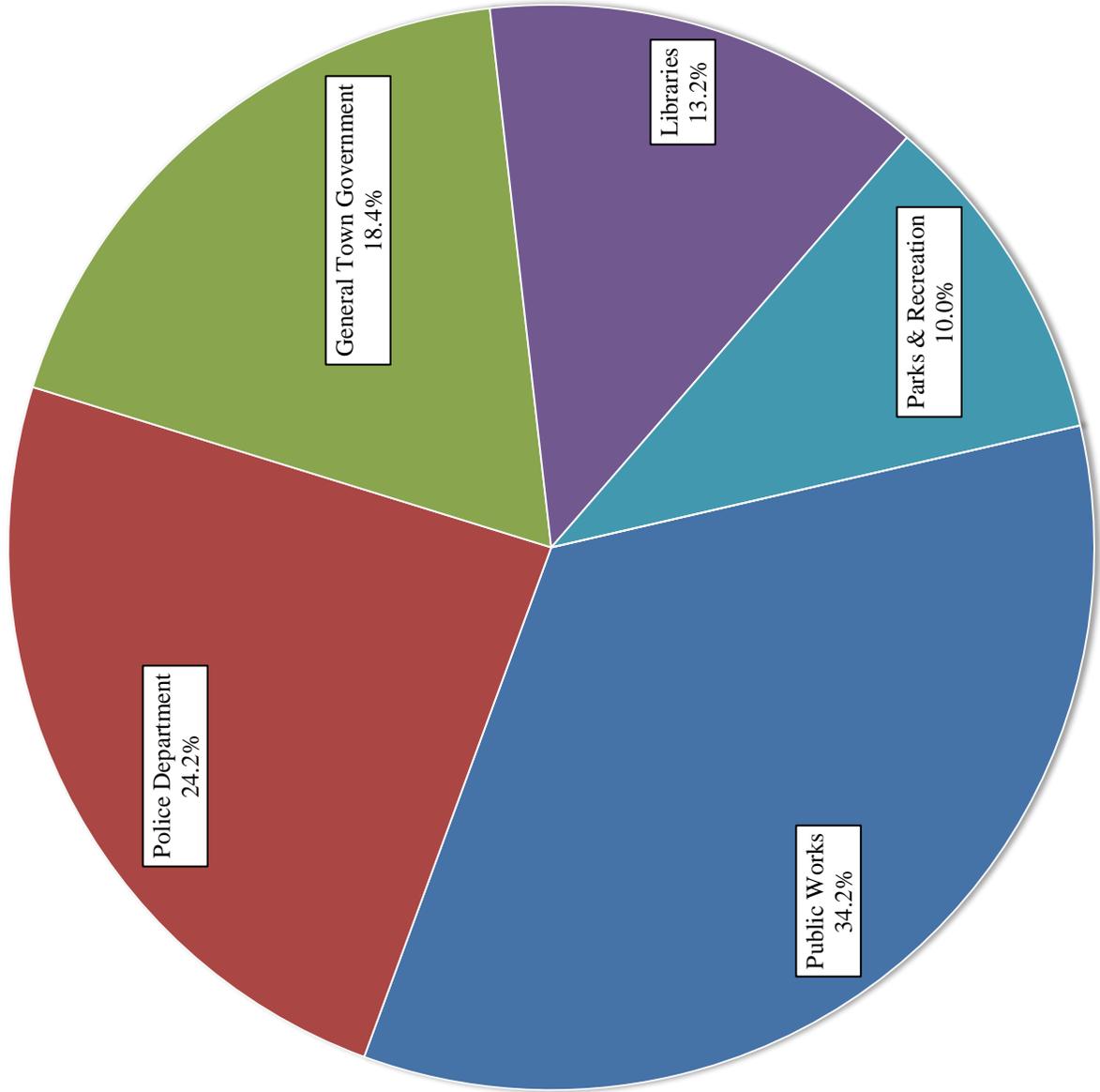


One of our many visitors to Town Hall

# 2014-15 Proposed Budget - Sources of General Fund Revenues



# 2014-15 Proposed Budget - Uses of General Fund Resources



**Town of Hanover - Tax Rates Overseen by the Board of Selectmen**

*Note - the School and County Tax Rates are not Overseen by the Selectmen*

		<b>*PROPOSED* 2014 Tax Rate (4/1/14-3/31/15)</b>				<b>2013 Tax Rate (4/1/13-3/31/14)</b>		
<b>Town Funds</b>		<b>Estimated Net</b>						
	<b>Valuation</b>	<b>Tax Levy</b>	<b>Rate</b>	<b>% Incr</b>	<b>Net Valuation</b>	<b>Tax Levy</b>	<b>Rate</b>	
<b>General Municipal Tax Rate</b>	1,963,809,400	8,938,366	4.55	2.51%	1,946,809,400	8,665,194	4.44	
<b>Fire District #1</b>	1,431,001,673	2,165,363	1.51	1.34%	1,418,614,000	2,100,509	1.49	
<b>Fire District #2</b>	520,338,788	646,904	1.24	2.48%	515,834,400	624,160	1.21	
<b>Fire District #3</b>	12,468,939	7,751	0.62	3.33%	12,361,000	7,417	0.60	
	<b>Combined Fire District #1</b>		6.06	2.27%			5.93	
	<b>Combined Fire District #2</b>		5.79	2.56%			5.65	
	<b>Combined Fire District #3</b>		5.17	2.64%			5.04	

These tax rates are \*ESTIMATES\* only; the final tax rate will be set in early October 2014 by the NH Dept of Rev. Admin.

In budget adoption discussions, the Board of Selectmen considered a composite average property tax rate in an attempt to net out the impact of the three separate Fire Districts to arrive at a single tax rate increase number to discuss. If the total tax levy for the General Fund and the Fire Fund was recovered from all properties on the same basis (i.e., disregarding Fire Districts), this tax rate would be:

2014 Tax Year	5.99	2.28%	2013 Tax Year	5.85
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**Town of Hanover - 10 Year Tax Rate History of Municipal, School and County Combined Tax Rates  
Fire District #1 (Properties w/in Hydrant System)**

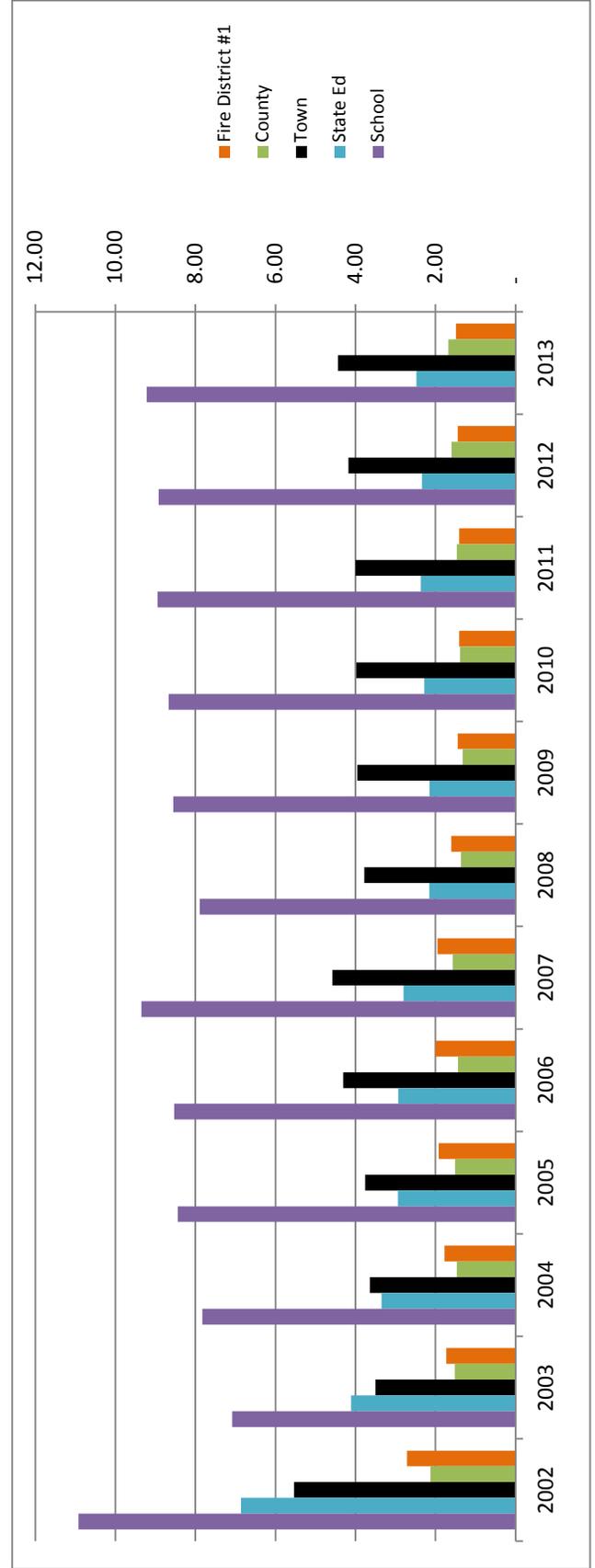
**Tax Rate Breakdown**

Year	Town-wide Taxable Valuation	Change in Valuation from Previous Year	Tax Rate per \$1,000	% Increase from Previous Year	Fire					State Ed
					Town	District #1	County	School	State Ed	
2013	1,946,809,400	(45,211,100) (*)	19.31	4.4%	4.44	1.49	1.68	9.22	2.48	
2012	1,992,020,500	17,255,400	18.49	1.6%	4.18	1.45	1.60	8.92	2.34	
2011	1,974,765,100	10,142,900	18.20	2.7%	4.00	1.41	1.47	8.95	2.37	
2010	1,964,622,200	27,281,600	17.73	1.7%	3.98	1.41	1.39	8.67	2.28	
2009	1,937,340,600	38,747,400 (^)	17.43	3.7%	3.96	1.45	1.32	8.55	2.15	
2008	1,898,593,200	366,842,500 (*)	16.81	-17.0%	3.78	1.61	1.37	7.89	2.16	
2007	1,531,750,700	37,983,000 (+)	20.25	5.4%	4.58	1.95	1.57	9.35	2.80	
2006	1,493,767,700	52,267,300	19.21	3.4%	4.31	2.00	1.44	8.53	2.93	
2005	1,441,500,400	19,594,500	18.57	2.8%	3.76	1.92	1.51	8.44	2.94	
2004	1,421,905,900	18,611,800	18.07	0.7%	3.64	1.78	1.47	7.83	3.35	
2003	1,403,294,100	557,544,300 (*)	17.94	-36.3%	3.50	1.73	1.52	7.08	4.11	
2002	845,749,800	22,401,000	28.16	3.2%	5.54	2.71	2.13	10.92	6.86	

(^) State Revenue Sharing eliminated to address State budget deficit - Town Property Tax rate increased by \$.10 to address lost revenues.

(\*) Revaluation Year

(+) Fire Districts Reconfigured



**Town of Hanover - 10 Year Tax Rate History of Municipal, School and County Combined Tax Rates  
Fire District #2 (Properties w/o Hydrant-West of Moose Mtn)**

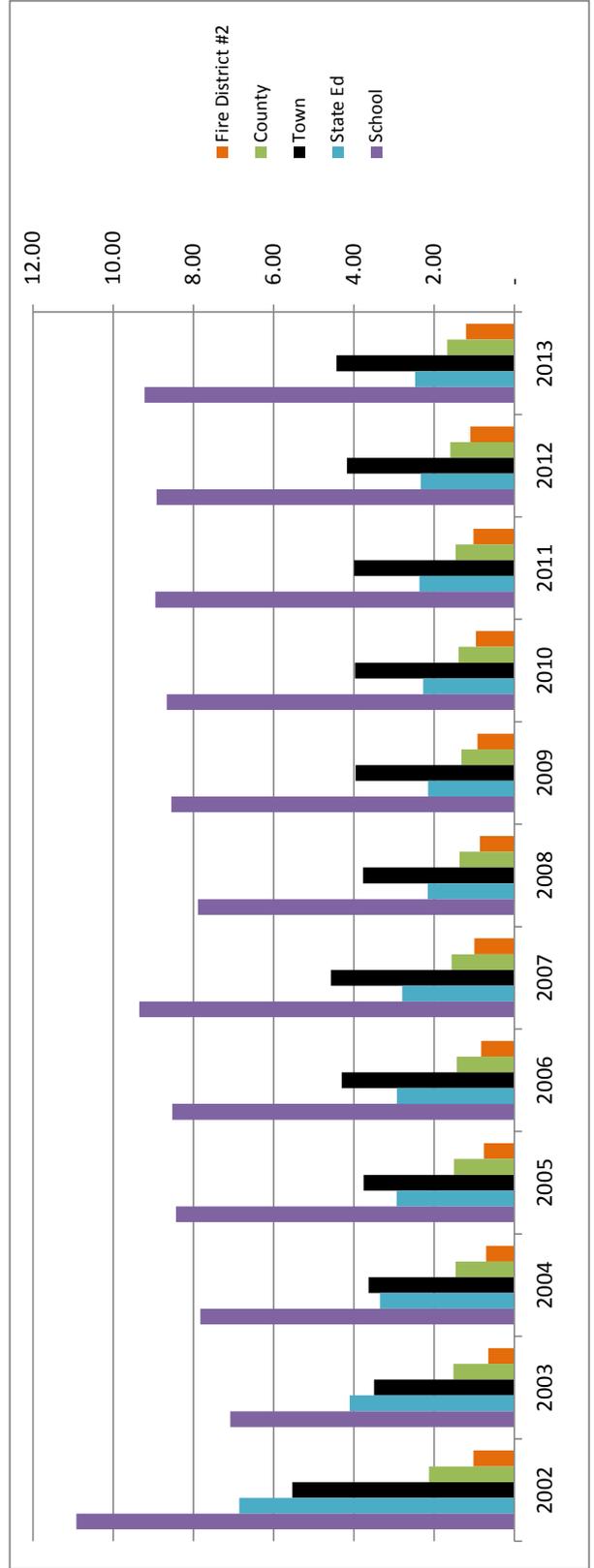
**Tax Rate Breakdown**

Year	Town-wide Taxable Valuation	Change in Valuation from Previous Year	Tax Rate per \$1,000	% Increase from Previous Year					Fire					
				Town	District #2	County	School	State Ed	Town	District #2	County	School	State Ed	
2013	1,946,809,400	(45,211,100) (*)	19.03	4.44	1.21	1.68	9.22	2.48	4.9%					
2012	1,992,020,500	17,255,400	18.14	4.18	1.10	1.60	8.92	2.34	1.9%					
2011	1,974,765,100	10,142,900	17.81	4.00	1.02	1.47	8.95	2.37	3.1%					
2010	1,964,622,200	27,281,600	17.28	3.98	0.96	1.39	8.67	2.28	2.2%					
2009	1,937,340,600	38,747,400 (^)	16.90	3.96	0.92	1.32	8.55	2.15	5.2%					
2008	1,898,593,200	366,842,500 (*)	16.06	3.78	0.86	1.37	7.89	2.16	-16.8%					
2007	1,531,750,700	37,983,000 (+)	19.30	4.58	1.00	1.57	9.35	2.80	7.0%					
2006	1,493,767,700	52,267,300	18.04	4.31	0.83	1.44	8.53	2.93	3.6%					
2005	1,441,500,400	19,594,500	17.41	3.76	0.76	1.51	8.44	2.94	2.4%					
2004	1,421,905,900	18,611,800	17.00	3.64	0.71	1.47	7.83	3.35	0.8%					
2003	1,403,294,100	557,544,300 (*)	16.86	3.50	0.65	1.52	7.08	4.11	-36.3%					
2002	845,749,800	22,401,000	26.47	5.54	1.02	2.13	10.92	6.86	3.2%					

(^) State Revenue Sharing eliminated to address State budget deficit - Town Property Tax rate increased by \$.10 to address lost revenues.

(\*) Revaluation Year

(+) Fire Districts Reconfigured





MELANSON HEATH & COMPANY, PC  
CERTIFIED PUBLIC ACCOUNTANTS  
MANAGEMENT ADVISORS

INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen and Town Manager  
Town of Hanover, New Hampshire

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Hanover, New Hampshire, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

The Town's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that

are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Hanover, New Hampshire, as of June 30, 2013, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and Schedule of Funding Progress be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 9, 2014 on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

*Melanson, Heath + Company P.C.*

Manchester, New Hampshire  
January 9, 2014

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the Town of Hanover, we offer readers this narrative overview and analysis of the financial activities of the Town of Hanover for the fiscal year ended June 30, 2013.

### **A. OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, highways and streets, sanitation, and culture and recreation. The business-type activities include water and water reclamation activities.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

**Proprietary funds.** Proprietary funds are maintained as follows:

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. Specifically, enterprise funds are used to account for water and water reclamation operations.

Proprietary funds provide the same type of information as the business-type activities reported in the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water and water reclamation operations, both of which are considered to be major funds.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

**Notes to financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

## **B. FINANCIAL HIGHLIGHTS**

- As of the close of the current fiscal year, the total of assets exceeded liabilities by \$47,792,263 (i.e., net position), a change of \$420,620 in comparison to the prior year.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of \$5,517,928, a change of \$(286,995) in comparison to the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$1,198,339, a change of \$(166,737) in comparison to the prior year.
- Bonds payable at the close of the current fiscal year was \$19,185,954, a change of \$4,115,244 in comparison to the prior year.

## **C. GOVERNMENT-WIDE FINANCIAL ANALYSIS**

The following is a summary of condensed government-wide financial data for the current fiscal year.

	<u>NET POSITION</u>					
	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>
Current and other assets	\$ 23,595,411	\$ 26,616,727	\$ 4,848,244	\$ 3,319,253	\$ 28,443,655	\$ 29,935,980
Capital assets	33,952,313	33,434,108	29,232,246	28,392,481	63,184,559	61,826,589
Total assets	57,547,724	60,050,835	34,080,490	31,711,734	91,628,214	91,762,569
Long-term liabilities outstanding	7,543,179	7,897,174	14,565,631	9,999,506	22,108,810	17,896,680
Other liabilities	13,851,414	16,743,027	3,238,892	5,350,835	17,090,306	22,093,862
Deferred inflows	4,636,835	4,400,384	-	-	4,636,835	4,400,384
Total liabilities	26,031,428	29,040,585	17,804,523	15,350,341	43,835,951	44,390,926
Net position:						
Net investment in capital assets	29,456,290	28,931,973	13,727,047	14,265,752	43,183,337	43,197,725
Restricted	1,963,192	1,649,231	-	-	1,963,192	1,649,231
Unrestricted	96,814	429,046	2,548,920	2,095,641	2,645,734	2,524,687
Total net position	\$ 31,516,296	\$ 31,010,250	\$ 16,275,967	\$ 16,361,393	\$ 47,792,263	\$ 47,371,643

CHANGES IN NET POSITION

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>
<b>Revenues:</b>						
Program revenues:						
Charges for services	\$ 3,859,082	\$ 4,481,764	\$ 4,480,186	\$ 4,484,713	\$ 8,339,268	\$ 8,966,477
Operating grants and contributions	292,172	285,869	16,244	17,259	308,416	303,128
Capital grants and contributions	130,632	-	93,273	-	223,905	-
General revenues:						
Property taxes	10,994,849	10,818,921	-	-	10,994,849	10,818,921
Motor vehicle permit fees	1,236,128	1,204,109	-	-	1,236,128	1,204,109
Penalties and interest on taxes	260,226	230,200	-	-	260,226	230,200
Grants and contributions not restricted to specific programs	748,035	778,048	7,861	7,861	755,896	785,909
Investment income	31,231	31,573	1,465	-	32,696	31,573
Other	754,202	387,945	21,947	14,288	776,149	402,233
Total revenues	<u>18,306,557</u>	<u>18,218,429</u>	<u>4,620,976</u>	<u>4,524,121</u>	<u>22,927,533</u>	<u>22,742,550</u>
<b>Expenses:</b>						
General government	4,308,869	4,542,931	-	-	4,308,869	4,542,931
Public safety	7,394,928	7,252,412	-	-	7,394,928	7,252,412
Highway and streets	3,168,537	3,287,750	-	-	3,168,537	3,287,750
Sanitation	329,940	158,867	-	-	329,940	158,867
Health and human services	289,748	269,539	-	-	289,748	269,539
Culture and recreation	2,152,052	1,931,083	-	-	2,152,052	1,931,083
Interest on long-term debt	206,231	216,123	-	-	206,231	216,123
Water	-	-	1,702,169	1,599,916	1,702,169	1,599,916
Water reclamation	-	-	3,004,233	2,506,997	3,004,233	2,506,997
Total expenses	<u>17,850,305</u>	<u>17,658,705</u>	<u>4,706,402</u>	<u>4,106,913</u>	<u>22,556,707</u>	<u>21,765,618</u>
Change in net position before transfers and permanent fund contributions	456,252	559,724	(85,426)	417,208	370,826	976,932
Transfers in (out)	-	149,962	-	(149,962)	-	-
Permanent fund contributions	49,794	54,051	-	-	49,794	54,051
Change in net position	506,046	763,737	(85,426)	267,246	420,620	1,030,983
Net position - beginning of year (as restated)	31,010,250	30,246,513	16,361,393	16,094,147	47,371,643	46,340,660
Net position - end of year	<u>\$ 31,516,296</u>	<u>\$ 31,010,250</u>	<u>\$ 16,275,967</u>	<u>\$ 16,361,393</u>	<u>\$ 47,792,263</u>	<u>\$ 47,371,643</u>

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, total net position was \$47,792,263, a change of \$420,620 from the prior year.

The largest portion of net position \$43,183,337 reflects our investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is

reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position \$1,963,192 represents resources that are subject to external restrictions on how they may be used. In theory, the remaining balance of unrestricted net position \$2,645,734, may be used to meet the government's ongoing obligations to citizens and creditors.

**Governmental activities.** Governmental activities for the year resulted in a change in net position of \$506,046. Key elements of this change are as follows:

General fund operations, as discussed further in Section D	\$ 222,077
Ambulance fund activity	(31,471)
Fire fund activity	(26,584)
Parking fund activity	(119,733)
Nonmajor fund activity	(331,284)
Depreciation, which is not budgeted or funded, over principal maturities, a budgeted expense	(1,858,046)
Capital asset additions	2,701,251
Other	<u>(50,164)</u>
Total	<u>\$ 506,046</u>

**Business-type activities.** Business-type activities for the year resulted in a change in net position of \$(85,426). Key elements of this change are as follows:

Water operations	\$ 468,575
Water reclamation operations	<u>(554,001)</u>
Total	<u>\$ (85,426)</u>

#### **D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS**

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$5,517,928, a change of \$(286,995) in comparison to the prior year. Key elements of this change are as follows:

General fund operations	\$	222,077
Ambulance fund activity		(31,471)
Fire fund activity		(26,584)
Parking fund activity		(119,733)
Nonmajor fund activity		<u>(331,284)</u>
Total	\$	<u><u>(286,995)</u></u>

The general fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was \$1,198,339, while total fund balance was \$3,576,218. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. Refer to the table below.

<u>General Fund</u>	<u>6/30/13</u>	<u>6/30/12</u>	<u>Change</u>	<u>% of Total General Fund Expenditures</u>
Unassigned fund balance	\$ 1,198,339	\$ 1,365,076	\$ (166,737)	10.2%
Total fund balance	\$ 3,576,218	\$ 3,354,141	\$ 222,077	30.6%

The total fund balance of the general fund changed by \$222,077 during the current fiscal year. Key factors in this change are as follows:

Revenues less than budget	\$	(223,984)
Expenditures less than budget		311,940
Expenditures of current year encumbrance over prior year encumbrance		61,563
Change in capital reserves		182,470
Other timing issues		<u>(109,912)</u>
Total	\$	<u><u>222,077</u></u>

Included in the total general fund balance are the Town's capital reserve accounts with the following balances:

	<u>6/30/13</u>	<u>6/30/12</u>	<u>Change</u>
Capital reserves	\$ <u>1,691,957</u>	\$ <u>1,509,487</u>	\$ <u>182,470</u>
Total	\$ <u><u>1,691,957</u></u>	\$ <u><u>1,509,487</u></u>	\$ <u><u>182,470</u></u>

**Proprietary funds.** Proprietary funds provide the same type of information found in the business-type activities reported in the government-wide financial statements, but in more detail.

Unrestricted net position of the enterprise funds at the end of the year amounted to \$2,548,920.

Other factors concerning the finances of proprietary funds have already been addressed in the entity-wide discussion of business-type activities.

**E. GENERAL FUND BUDGETARY HIGHLIGHTS**

There were no differences between the original budget and the final budget.

**F. CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital assets.** Total investment in capital assets for governmental and business-type activities at year end amounted to \$63,184,559 (net of accumulated depreciation), a change of \$1,357,970 from the prior year. This investment in capital assets includes land, buildings and system, improvements, and machinery and equipment.

Major capital asset events during the current fiscal year included the following:

Governmental Activities:

44 Lebanon Street	\$	601,839
Hayes Park/Enta Library	\$	343,542
2013 Caterpillar Grader	\$	285,300
VHF Simulcast Radio System	\$	272,040

Business-type Activities:

Water Meter System	\$	692,931
Wastewater Treatment Plant Upgrade	\$	1,262,722

Additional information on capital assets can be found in the Notes to the Financial Statements.

**Long-term debt.** At the end of the current fiscal year, total bonded debt outstanding was \$19,185,954, all of which was backed by the full faith and credit of the government.

Additional information on long-term debt can be found in the Notes to the Financial Statements.

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Town of Hanover's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Director of Administrative Services  
Town of Hanover  
P.O. Box 483  
Hanover, New Hampshire 03755  
(603) 640-3203

TOWN OF HANOVER, NEW HAMPSHIRE  
GOVERNMENTAL FUNDS

BALANCE SHEET  
JUNE 30, 2013

	General	Ambulance Fund	Fire Fund	Parking Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>						
Cash and short-term investments	\$ 15,341,951	\$ -	\$ -	\$ -	\$ 729,186	\$ 16,071,137
Receivables:						
Property taxes	7,295,452	-	-	-	-	7,295,452
User fees	52,620	82,895	6,917	806	-	143,238
Due from other funds	6,845,276	4,045,801	4,035,339	629,438	447,211	16,003,065
Other assets	31,029	-	-	-	-	31,029
<b>TOTAL ASSETS</b>	<b>\$ 29,566,328</b>	<b>\$ 4,128,696</b>	<b>\$ 4,042,256</b>	<b>\$ 630,244</b>	<b>\$ 1,176,397</b>	<b>\$ 39,543,921</b>
<b>LIABILITIES</b>						
Accounts payable	\$ 379,641	\$ 11,099	\$ 7,235	\$ 7,306	\$ 361,145	\$ 766,426
Accrued liabilities	-	-	-	-	1,292	1,292
Due to other governments	13,875,437	-	-	-	-	13,875,437
Tax refunds payable	49,500	-	-	-	-	49,500
Due to other funds	6,920,005	4,010,339	3,536,440	-	40,100	14,506,884
Deposits held in custody	-	-	-	-	4,659	4,659
Other liabilities	839	-	-	-	-	839
<b>TOTAL LIABILITIES</b>	<b>21,225,422</b>	<b>4,021,438</b>	<b>3,543,675</b>	<b>7,306</b>	<b>407,196</b>	<b>29,205,037</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>4,764,688</b>	-	-	<b>54,255</b>	<b>2,013</b>	<b>4,820,956</b>
<b>FUND BALANCES</b>						
Nonspendable	28,647	-	-	-	236,020	264,667
Restricted	-	104,258	477,616	568,683	546,441	1,696,998
Committed	1,902,422	-	-	-	226,441	2,128,863
Assigned	446,810	3,000	20,965	-	3,000	473,775
Unassigned	1,198,339	-	-	-	(244,714)	953,625
<b>TOTAL FUND BALANCES</b>	<b>3,576,218</b>	<b>107,258</b>	<b>498,581</b>	<b>568,683</b>	<b>767,188</b>	<b>5,517,928</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 29,566,328</b>	<b>\$ 4,128,696</b>	<b>\$ 4,042,256</b>	<b>\$ 630,244</b>	<b>\$ 1,176,397</b>	<b>\$ 39,543,921</b>

The accompanying notes are an integral part of these financial statements.

TOWN OF HANOVER, NEW HAMPSHIRE

RECONCILIATION OF TOTAL GOVERNMENTAL FUND  
BALANCES TO NET POSITION OF GOVERNMENTAL  
ACTIVITIES IN THE STATEMENT OF NET POSITION

JUNE 30, 2013

<b>Total governmental fund balances</b>	<b>\$ 5,517,928</b>
<ul style="list-style-type: none"><li>• Investment in Trescott Company is not a financial resource and, therefore, is not reported in the funds.</li></ul>	73,200
<ul style="list-style-type: none"><li>• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.</li></ul>	33,952,313
<ul style="list-style-type: none"><li>• Revenues are reported on the accrual basis of accounting and are not deferred until collection.</li></ul>	165,476
<ul style="list-style-type: none"><li>• In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.</li></ul>	(94,817)
<ul style="list-style-type: none"><li>• Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds.</li></ul>	<u>(8,097,804)</u>
<b>Net position of governmental activities</b>	<b><u>\$ 31,516,296</u></b>

The accompanying notes are an integral part of these financial statements.

Town of Hanover Statement of General Indebtedness FY 2012-13  
Projected Balances Due - including Principal and Interest

	Matures	FY2012-13 Debt Service			Balance Due @ 6/30/2013
		Balance Due @ 7/1/2012	Payments (and Principal Forgiveness)	FY2012-13 Debt Incurred or (Refinanced)	
<b>General Fund</b>					
2003 Community Center Bond	1/15/2023	\$ 1,025,755	\$ (110,446)	\$ -	\$ 915,309
2004 Dresden Note for HHS Property Option	8/15/2023	1,200,000	(100,000)	-	1,100,000
2007 Town-Wide IP Telephone Switch	3/1/2014	26,529	(18,779)	-	7,750
2010 Surveillance System - Police Department	7/15/2013	12,577	(6,288)	-	6,288
2012 Wide Format Plotter - Public Works	9/1/2016	14,600	(3,504)	-	11,096
<b>Total General Fund</b>		<u>\$ 2,279,460</u>	<u>\$ (239,017)</u>	<u>\$ -</u>	<u>\$ 2,040,443</u>
<b>Fire Fund</b>					
2007 E-1 Aerial Tower - Fire Department	10/3/2015	168,941	(42,236)	-	126,706
<b>Total Fire Fund</b>		<u>\$ 168,941</u>	<u>\$ (42,236)</u>	<u>\$ -</u>	<u>\$ 126,706</u>
<b>Water Utility Fund</b>					
2002 Hanover Water Works SRF#1071010	7/1/2021	3,047,076	(304,708)	-	2,742,369
2007 Hanover Water Works SRF#1071010-04	7/1/2027	7,295,008	(455,938)	-	6,839,070
2011 Citizens Loan Refinancing	7/15/2015	380,023	(121,385)	-	258,638
2013 Water Meter Replacement Project	10/14/2021	-	(78,606)	786,057	707,451
<b>Total Water Utility Fund</b>		<u>\$ 10,722,106</u>	<u>\$ (960,636)</u>	<u>\$ 786,057</u>	<u>\$ 10,547,527</u>
<b>Water Reclamation Facility (Sewer) Fund</b>					
2008 Hanover Sewer Plant SRF#1071010-04	12/1/2027	3,074,167	(230,904)	-	2,843,263
2011 Dump Trailer (for sludge hauling)	7/15/2015	36,955	(9,239)	-	27,716
2013 Hanover Sewer Plant SRF#CS-333197-05	8/1/2026	-	(929,015)	1,966,571	1,037,556
2013 Hanover Sewer Plant SRF#CS-330197-04	7/1/2027	-	-	5,149,579	5,149,579
<b>Total Water Reclamation Facility Fund</b>		<u>\$ 3,111,122</u>	<u>\$ (1,169,157)</u>	<u>\$ 7,116,150</u>	<u>\$ 9,058,115</u>
<b>Parking Fund</b>					
1999 Parking Facility Bond	1/15/2029	5,380,662	(325,272)	-	5,055,390
2011 Video Surveillance Eqpt (Garage, Lot#1)	12/15/2014	30,487	(10,162)	-	20,325
<b>Total Parking Fund</b>		<u>\$ 5,411,149</u>	<u>\$ (335,434)</u>	<u>\$ -</u>	<u>\$ 5,075,715</u>
<b>Total Outstanding Indebtedness All Funds</b>		<u>\$ 21,662,292</u>	<u>\$ (2,736,319)</u>	<u>\$ 7,902,207</u>	<u>\$ 26,828,180</u>

*Note #1: Operating leases have been eliminated from this schedule as reflected in revised beginning balances.*

Town of Hanover Trust Funds

	6/30/2012					Authorized	6/30/2013
	Market Value	Income Net	Change in	Deposits	Withdrawals	but not yet	Market Value
	Balance	of Mgmt Fees	Market Value			Disbursed	Balance
<b>Common Trust Funds</b>							
Cemeteries	\$ 148,618	\$ 4,371	\$ 5,816	\$ -	\$ (3,686)	\$ -	\$ 155,119
Library	1,834	54	72	-	(45)	-	1,915
Poor	280	8	11	-	(7)	-	292
<b>Subtotal Common Trust Funds</b>	<b>\$ 150,732</b>	<b>\$ 4,433</b>	<b>\$ 5,899</b>	<b>\$ -</b>	<b>\$ (3,738)</b>	<b>\$ -</b>	<b>\$ 157,326</b>
<b>Capital Reserve Funds</b>							
Ambulance Equipment	\$ 126,893	\$ 95	\$ -	\$ 50,760	\$ -	\$ (5,986)	\$ 171,762
Bridge Replacement and Renovations	73,040	99	-	40,000	-	(67,705)	45,434
Building Maintenance and Improvements	128,356	113	-	50,000	-	(39,500)	138,969
Dispatch Center Eqpt. and Renovations	58,689	44	-	12,240	-	-	70,973
Fire Department Vehicle and Equipment	417,284	310	-	56,000	-	(25,000)	448,594
Highway Construction and Mtce. Eqpt.	75,656	147	-	270,000	-	(278,083)	67,720
Parking Vehicles and Facility Improvements	536,946	401	-	66,123	-	(63,650)	539,820
Police Vehicles and Equipment	11,145	47	-	67,000	-	-	78,192
Property Revaluation	11,592	17	-	5,000	-	(15,000)	1,609
Road Construction and Improvements	64,053	48	-	25,000	-	-	89,101
Sewer Eqpt. and Facilities Improvements (^)	367,920	1,380	-	307,615	-	(20,000)	656,915
Municipal Transportation Improvement Fund	5,832	25	-	33,925	-	-	39,782
Water Treatment and Distrib Eqpt. & System	113,055	84	-	45,150	-	-	158,289
<b>Subtotal Capital Reserve Funds</b>	<b>\$ 1,990,461</b>	<b>\$ 2,810</b>	<b>\$ -</b>	<b>\$ 1,028,813</b>	<b>\$ -</b>	<b>\$ (514,924)</b>	<b>\$ 2,507,160</b>
<i>^Beginning balance restated to reflect full amount authorized for plant upgrades in May 2010 not used in its entirety.</i>							
<b>Restricted Purpose Funds</b>							
Bridgman Trust Fund (*)	\$ 1,183,764	\$ 34,115	\$ 45,812	\$ -	\$ (18,500)	\$ -	\$ 1,245,191
Bruce Essay Prize (+)	1,334	39	52	-	(25)	-	1,400
Dagmar's Place Fund	14,563	413	564	-	(575)	-	14,965
Dartmouth '58 Clock Maintenance Fund	1,882	1	-	-	-	-	1,883
Education of Persons with Disabilities Fd. (*)	60,201	57	-	60,000	-	-	120,258
Etna Library Expendable Fund	28,050	21	-	6,616	(2,948)	(25,500)	6,239
Fierro Fire Department Memorial Fund	2,643	2	-	-	-	-	2,645
Adelaide Hardy Trust for Etna Library	45,380	-	-	-	-	(14,500)	30,880
Jeremiah Ice Hockey Fund (+)	6,617	195	259	-	-	-	7,071
Land & Capital Improvements Fund	10,524	8	-	15,203	-	-	25,735
Murphy Lamp of Learning Prize Fund (+)	5,599	165	219	-	-	(100)	5,883
Norris Dartmouth Cemetery Fund	1,060	-	-	-	-	-	1,060
Pleasant St. View and Slope Mtce. Fund	17,063	553	528	6,365	-	-	24,509
Rueb Photography Prize Fund (+)	12,685	373	496	-	(315)	-	13,239
Sawyer Trust Fund	14,762	434	578	-	(366)	-	15,408
School Building Maintenance Fund (*)	79,326	64	-	25,000	-	-	104,390
Sixth Grade Tuition Fund (*)	945	-	-	-	-	-	945
Frank B. and Edith R. Tenney Trust	53,130	1,559	2,083	-	(1,383)	-	55,389
Termination Benefits Fund	89,397	66	-	-	-	-	89,463
Welfare Assistance Fund	359	-	-	-	-	-	359
Wicker Fdn. Cemetery Improvements Fd.	1,985	1	-	-	-	-	1,986
<b>Subtotal Restricted Purpose Funds</b>	<b>\$ 1,631,269</b>	<b>\$ 38,066</b>	<b>\$ 50,591</b>	<b>\$ 113,184</b>	<b>\$ (24,112)</b>	<b>\$ (40,100)</b>	<b>\$ 1,768,898</b>
<i>*Hanover School District Funds, +Dresden School District Funds</i>							
<b>Grand Total Trust Funds</b>	<b>\$ 3,772,462</b>	<b>\$ 45,309</b>	<b>\$ 56,490</b>	<b>\$ 1,141,997</b>	<b>\$ (27,850)</b>	<b>\$ (555,024)</b>	<b>\$ 4,433,384</b>

## Town Treasurer's Report - General Fund

The Treasurer of the Town of Hanover submits the following summary report of receipts, disbursements, cash and cash equivalents for the fiscal year ending June 30, 2013:

General Fund Cash Balances at July 1, 2012	\$ 10,350,510
Plus: Receipts from all sources	56,253,469
Plus: Transfers from Investment Account	15,516,440
Plus: Interest earned	8,845
Less: Authorized Disbursements	(59,007,342)
Less: Transfers to Investment Account	(15,500,000)
Less: Change in Year-End Deposits in Transit	(28,396)
General Fund Cash Balances at June 30, 2013	<u>\$ 7,593,526</u>
Investment Account Balance at July 1, 2012	\$ 5,000,000
Plus: Transfers from Operating Account	15,500,000
Plus: Interest earned	17,176
Less: Transfers to Operating Account	(15,516,440)
Investment Account Balance at June 30, 2013	<u>\$ 5,000,736</u>
NH PDIP (*) General Fund Balance at July 1, 2012	\$ 424,708
Plus: Transfers In	850,000
Plus: Interest earned	281
Less: Transfers out	(735,716)
NH PDIP General Fund Balance at June 30, 2013	<u>\$ 539,273</u>

Respectfully Submitted,  
Patricia B. Coutermarsh  
 Town of Hanover Treasurer

(\*) New Hampshire Public Deposit Investment Pool

Town of Hanover  
Tax Collector's Report  
Fiscal Year Ended June 30, 2013

	2012 Tax Year	2013 Tax Year
Uncollected Taxes at July 1, 2012		
Property Taxes	\$ 7,099,756	\$ -
Yield Taxes	202	-
Property Tax Credit Balances	(13,271)	-
Taxes Committed During Fiscal Year 2013		
Property Taxes	18,605,827	18,426,938
Land Use Change Taxes	56,500	-
Yield Taxes	4,963	5,699
Overpayments (to be Refunded)	13,073	722
Interest on Delinquent Taxes	52,996	-
<b>TOTALS</b>	<b>\$ 25,820,045</b>	<b>\$ 18,433,359</b>

Collections During Fiscal Year 2013		
Property Taxes	\$ 25,602,307	\$ 11,345,395
Land Use Change Taxes	56,500	
Yield Taxes	5,165	4,543
Liens Executed (Principal Only)	103,078	-
Property Tax Abatements	-	-
Other Tax Abatements	-	-
Interest on Delinquent Taxes	52,996	-
Uncollected Taxes at June 30, 2013		
Property Taxes	-	7,111,331
Yield Taxes	-	1,156
Property Tax Credit Balances	-	(29,066)
<b>TOTALS</b>	<b>\$ 25,820,045</b>	<b>\$ 18,433,359</b>

Summary of Tax Lien Accounts Fiscal Year Ended June 30, 2013

	Prior Years	2011 Tax Year
Unredeemed Liens July 1, 2011	\$ 132,387	\$ 121,854
Liens Executed in Fiscal Year 2012 (includes	-	10,720
Abatements of Unredeemed Liens	-	-
Property Deeded to Town During FY2011	-	-
Collections During Fiscal Year 2012	98,487	75,000
<b>Unredeemed Liens June 30, 2013</b>	<b>\$ 33,901</b>	<b>\$ 57,574</b>

2013 - Ten Largest Taxpayers

Trustees of Dartmouth College	\$ 6,262,253
Kendal at Hanover	\$ 1,235,445
South Street Downtown Holdings Inc.	\$ 374,779
Hypertherm Inc.	\$ 251,403
Bayson Hanover Properties, LLC	\$ 209,941
Byrne, Dorothy	\$ 206,448
Seven Lebanon Street, Inc.	\$ 206,176
The Sheridan Group, Inc.	\$ 191,934
Granite State Electric Company	\$ 176,017
Hanover Hospitality, LLC	\$ 160,996

**REPORT OF THE TOWN CLERK  
for Fiscal Year Ending June 30, 2013**

**MOTOR VEHICLE REGISTRATIONS:**

7,583 Motor Vehicle Permits Issued	\$	1,129,777
Mail-In Fees		3,155
Motor Vehicle Title Fees		2,680
Municipal Agent Fees		22,476
Municipal Transportation Improvement Fund		33,985
PAYMENTS TO TREASURER	\$	1,192,073

**ISSUE OF DOG LICENSES:**

909 Dog Licenses	\$	3,162
Payments due to State/Dog Licenses		452
Payments due to State/Pet Overpopulation Fund		1,618
PAYMENTS TO TREASURER	\$	5,232

**ALL OTHER FEES:**

Dog Fines	\$	1,259
Extra Recycling Bins		1,120
Landfill Tickets		10,335
Miscellaneous Fees		3,768
Notary Fees		1,125
Payments due to State/Certified Copies of Vital Records		19,397
Town Clerk Fees		2,999
Vendor Permits		3,945
PAYMENTS TO TREASURER	\$	43,948

<b>TOTAL RECEIPTS REMITTED TO TREASURER</b>	<b>\$</b>	<b>1,241,253</b>
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## 2013 SUMMARY OF LEGAL ACTIVITY

<u>Case/Type</u>	<u>Opposing Attorney</u>	<u>Town Attorney</u>	<u>Outcome</u>	<u>Town Legal Expenses</u>
Elm Road ROW Dispute	Eric Goldwarg	Walter Mitchell	Pending	\$ 668
Paragon ZBA Appeal	Barry Schuster	Walter Mitchell	Pending	\$ 1,625
Dana Property/Pasture Rd.	Brad Atwood	Walter Mitchell	Pending	\$ 6,969
Fairpoint Tax Assessment	Devine, Millimet	Jae Whitelaw	Pending	\$ 1,476
Patton Zoning Enforcement	James Mulligan	Laura Spector-Morgan	Pending	\$ 3,872
Vincelette Zoning Violations	Pro Se	Walter Mitchell	Pending	\$ 150
Kish Zoning Dispute	Gary Burt	Laura Spector-Morgan	Completed	\$ 2,016
Segtel Tax Assessment	Carolyn Cole	Jae Whitelaw	Pending	\$ 1,012
MB Hanover Zoning Dispute		Laura Spector-Morgan	Completed	\$ 477
Dougal Tax Deeding	Pro Se	Laura Spector-Morgan	Pending	\$ 681
			<b>Subtotal</b>	<b>\$18,946</b>

### General Legal Advice

<u>Subject</u>	<u>Town Attorney</u>	<u>Legal Expenses</u>
Labor Relations	Matthew Upton	\$ 3,056
Municipal Legal Matters	Walter Mitchell & Laura Spector Morgan	\$14,810
Municipal Legal Matters	Ransmeier & Spellman	\$ 150
Telecommunications	Robert Ciandella	\$10,431
Employment Law	Lauren Irwin	\$ 2,945
		<b>Subtotal</b>
		<b>\$31,392</b>

**TOTAL 2013 LEGAL EXPENSES      \$50,338**

# DEPARTMENT REPORTS

## ASSESSING DEPARTMENT REPORT

The Assessing Department is responsible for maintaining the Town's property assessment records and providing the property owners of Hanover with a cost effective property tax system that is both fair and equitable. Information on the assessment of property, the abatement process, exemptions and a printable copy of your property record card are available on the Town's website at [www.hanovernh.org](http://www.hanovernh.org) or at the Assessing Office on the first floor of Town Hall.

**Local real estate market:** The local residential real estate market has stabilized, and over the past twelve months depreciation has not been a factor in the market. Demand for residential homes and condominiums has stabilized; we will not have a clear picture of the direction of the market going forward until we see what happens with sales between May and early September of 2014. One important change has taken place and that is supply and demand are in balance, in fact in the late winter thru early spring 2014 demand exceeds supply, something that has not happen in several years. We will continue to monitor this trend very closely over the next few months. Any improvement in the residential real estate market over the next twelve months would have a positive effect on all segments of the market.

**Average assessment:** The Town's estimated median equalization ratio for tax year 2013 is 95%, which means the average assessment in Hanover is at 95% of market value as of April 1, 2013. The equalization ratio for tax year 2012 was 101.7%; you cannot directly draw any conclusions from the change in the two ratios because of the revaluation completed for tax year 2013 set a new benchmark in the calculation.

**Property revaluation program:** The town just completed its third full revaluation since 2003. The listing data for all properties in town is very good; thanks to the two property inspectors we hired to help collect data over the past ten years. We will maintain the data through ongoing sales reviews and building permit inspections. I recommend moving toward a more cost effective, and increasingly common, assessment program that spreads the cost of revaluations over ten years, rather than current practice of five years. It will involve two steps. First, in tax year 2018, the next valuation update year, the department will conduct a statistical update involving the same steps as a full revaluation, except without town-wide property inspections. Second, the department would implement a plan going into the following full revaluation year (2023), to conduct property inspections over a two-to-four year period, prior to tax year 2023. The department would require outside support for the statistical update and the revaluation, with most of the additional funds earmarked for property inspections leading up to 2023. Using this plan, the town could save one third of the projected costs of two full revaluations, over the ten-year cycle.

### Tax Year 2013 Summary of Assessments

Land		
Current Use (19,446 Acres)	\$	999,000
Conservation Restriction		7,900
Residential		506,227,400
Commercial/Industrial		<u>106,082,500</u>
Total Taxable Land	\$	613,316,800
Buildings		
Residential	\$	899,402,000
Commercial/Industrial		<u>423,875,900</u>
Total Taxable Buildings	\$	1,323,277,900

Public Utilities	
Electric	\$ 12,094,700
<b>Total</b>	<b><u>\$ 1,948,689,400</u></b>

*The Hanover Water Works Company was municipalized in July, 2010; the Water Department makes a pilot payment each year to the general fund based on its current assessment and is no longer tabulated above under taxable Public Utilities.*

**Staff:** Michael J. Ryan, Director of Assessing; Sue Girouard, Financial & Information Analyst.

### ADVISORY BOARD OF ASSESSORS REPORT

The Advisory Board of Assessors hears property tax abatement requests and makes abatement recommendations to the Board of Selectmen. Three members are elected and each serves a three-year term. The Board of Selectmen appoints one Selectmen’s representative and one alternate to serve on the Advisory Board.

**Activities:** In calendar year 2013, the Advisory Board of Assessors met five times and heard twenty-five tax year 2012 abatement requests. Seventeen abatement recommendations were forwarded to the Selectmen. Deadline for filing an abatement application for tax year 2012 was March 1, 2013.

**Meeting Times:** The Board schedules its meetings as the yearly abatement caseload demands.

**Advisory Board Members:** Joe Roberto, Jay Pierson and Katherine Connolly

**Select Board Representative:** Athos J. Rassias



*I'm here to see what the assessed value is on my doghouse!*

## ETNA LIBRARY

According to its mission statement, the Hanover Town Library in Etna “will maintain an active presence in the community, providing services in a personal manner and preserving its historic building for future generations.” Built in 1905, the library is listed on the National Register of Historic Places.

The Etna Library holds a collection of approximately 11,476 adult and children’s titles. All of the library’s materials are included on KnowHowe, the online catalog of the Howe Library. Internet access is provided on a public computer and through wireless connection. A courier service allows patrons to reserve a title at either the Etna or Howe Library and to choose where to pick it up. Items may also be borrowed from other libraries in New Hampshire or elsewhere in the United States. Through the New Hampshire Downloadable Book Consortium, audios and e-books can be downloaded either on a home computer or at the library.

The Etna Library is now available to all with its sloping walkway, automatic door and accessible bathroom. The parking area and accessible addition were financed by a combination of Town funding and generous gifts from the Jack and Dorothy Byrne Foundation, Elizabeth Parkhill Charitable Trust, Hanover Improvement Society, Hanover Lions Club, Head Light Fund of the NH Charitable Foundation, Mascoma Savings Bank Foundation, Rotary Club of Hanover, Muriel E. and Edward C. Wachter Foundation and many individuals.

The new Etna Library parking lot and walkways were constructed by the Hanover Public Works Department. The addition, built by Mink Hill Timberframe of Bradford, NH, with interior finishing by the Hanover Public Works Buildings Department, is a beautiful room with high ceiling, golden woodwork and sunlight from above. Bookshelves and a coat rack have been built by volunteers led by Bob Keene, including Ed Chamberlain, Ted Frazer and Mark McPeck. Comfortable chairs were also donated. In addition, the carpeting was removed from the original library and the floors have been polished. Now the historic part of the library shines.



*New addition – looking towards original library*



*Lilac Garden at Etna Library*

A reading garden behind the library includes a collection of lilacs planted in loving memory of Nan and Allen King. The lilacs, from the nationally recognized collection of Highland Park in Rochester, New York, are located at the beginning of the path to the King Bird Sanctuary, a project of the Hanover Conservancy in partnership with the Town of Hanover.

The Etna Library book group for adults meets monthly to discuss both classic and contemporary titles. Additional 2013 adult programs included *Etna Farm Families* presented by Tim Bent, Bob Keene, and John Richardson; *A Walk Back in Time: The Secrets of Cellar Holes* with Adair Mulligan, Executive Director of the Hanover Conservancy; *Ribbon Stars* with Caroline Tischbein, and also knitting sessions with Caroline Tischbein on the fourth Wednesday of the month.

Children's programs include story times for preschoolers, seasonal events for children of all ages and the summer reading program. *Stories and Art* for young children is held twice a week - Tuesday and Friday mornings at 10:00. Each month, Caroline Tischbein gives a crafts program on a Wednesday so that school children can attend on this early dismissal day. In a monthly Saturday morning program, Carmen Rental introduces children to the Spanish language with crafts including piñata-making, a Papa Noel craft, and carnival masks. At a Chinese New Years Program, children and adults practiced Chinese calligraphy.



*Carmen Rental*

*Photo Credit: Sarah Priestap – Valley News, 2014*

Summer 2013 programs featured two *Origami* programs with Judy Anderson, *Wildlife Hike to King Bird Sanctuary* with Gail McPeck, *Every Rock Tells a Story* with Sherry Colfer and *Decorate a Summer Baseball Cap* with Carmen Rental. Fall programs included the annual pumpkin decorating program thanks to a donation by the Hanover Co-op, *Apple Prints and Treasure Boxes* with Caroline Tischbein and a *Stationery Workshop* with Jennifer Manwell. Winter programs included *Holiday Woven Heart Baskets*, *Paper Quilts* and *Valentines* with Caroline Tischbein. At the First Annual Town of Hanover Fall Fest, many parents and children visited the Etna Library table to make a yarn pumpkin or apple.

Volunteers play an integral part of providing Etna Library services in several ways. They staff the library on Saturday mornings and, throughout the week, deliver books between the Howe and Etna Libraries. Along with the Etna Ladies Aid, Etna Library supporters run the very successful annual Thanksgiving Pie Sale fundraising event.

Library hours are Monday from 2 to 7, Tuesday from 9 to 2, Wednesday from 2 to 6, Thursday from 2 to 7, Friday from 9 to 4 and Saturday from 10 to noon. For more information, please call the library at 643-3116 or e-mail [etna.library@hanovernh.org](mailto:etna.library@hanovernh.org). Programs are listed on the Etna Library website – Click on *Etna Library* under *Departments* at [www.hanovernh.org](http://www.hanovernh.org).



*Construction of new addition – Summer 2013*

Respectfully submitted,  
*Barbara Prince, Librarian*

**Hanover Town Library, Etna  
Performance Indicators Fiscal Year 2005 - Fiscal Year 2013**

	<u>FY2005</u>	<u>FY2006</u>	<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>
Circulation by Owning Library - Adult	4,745	4,780	4,505	4,197	4,421	4,748	3,864	3,884	4,093
Circulation by Owning Library - Youth	5,379	5,142	5,240	4,499	4,747	4,044	3,447	3,549	2,880
Circulation by Owning Library - Total	10,124	9,922	9,745	8,696	9,168	8,792	7,311	7,433	6,973
Circulation by Circulating Library - Adult							3,724	3,687	3,772
Circulation by Circulating Library - Youth							3,577	3,851	3,039
Circulation by Circulating Library - Total							7,301	7,538	6,811
Holdings Filled							1,383	1,027	609
Patron Visits - Adult	2,907	2,901	2,730	2,771	3,281	3,363	3,282	3,270	3,511
Patron Visits - Youth	1,667	1,667	1,615	1,615	1,657	1,439	1,320	1,326	1,306
Patron Visits - Total	4,574	4,568	4,345	4,386	4,938	4,802	4,602	4,596	4,817
Library Programs	118	107	126	122	121	114	117	132	125
Program Attendance	1,487	1,393	1,433	1,466	1,452	1,085	926	1,199	1,283
Volunteer Hours	128	138	165	134	131	123	123	134	152
Hours Open Weekly	20	24	24	24	28	28	28	28	28

(\*) Change in ILS resulting in difference in circulation data collection.

Etna Library Hours: Monday 2:00-7:00; Tuesday 9:00-2:00; Wednesday 2:00-6:00; Thursday 2:00-7:00; Friday 9:00-4:00; Saturday 10:00-noon; closed Sunday

Staff: Barbara Prince, Librarian; Caroline Tischbein, Library Assistant

## HANOVER TOWN LIBRARY (ETNA) 2013 ANNUAL REPORT OF THE TRUSTEES

The Hanover Town Library, built in 1905 and listed on the National Register of Historic Places, is and has been a meaningful part of life in Hanover for over a century. The library's mission statement is, "The Hanover Town Library will maintain an active presence in the community, providing services in a personal manner and preserving its historic building for future generations."

Elected by voters in Hanover, the Trustees of the Hanover Town Library serve for three-year terms. The Trustees oversee the operations of the library and meet monthly with the Head Librarian, Barbara Prince.

This year has been a year of transition and growth for the Etna Library with a beautiful addition that allows accessibility to all, as well as new off-road parking. The addition was built by Mink Hill Timberframe of Bradford, NH, with interior finishing by the Hanover Public Works Building Department. Additionally, bookshelves and a coat rack were built by volunteers.

Librarian Barbara Prince and Library Assistant Caroline Tischbein offer many interesting and varied library sponsored programs that appeal to people of all ages within the community. Many of the adult programs this past year have been of great interest and very well-attended, and have offered a look at specific local history. The children's programs continue to be popular, with wonderful crafts, as well as the monthly Saturday Spanish program.

Volunteers of the Etna Library are greatly appreciated by the Etna Library Trustees. They support the library in many ways, including staffing the library on Saturday mornings, baking pies for the Thanksgiving sale, serving as couriers for books from the interlibrary loan service and many other valuable contributions.

Current members of the Board of Trustees are Kimberly P. Wilson, Ginger E. Boitnott, and Elizabeth Cornell.



*Etna Library Origami Program*

# FIRE DEPARTMENT

## Mission Statement

*The mission of the Hanover Fire Department is to protect life, property and the environment and to reduce pain and suffering encountered through fire, medical and environmental emergencies by providing education, prevention, suppression and medical services to the citizens and visitors of our community in a professional and fiscally responsible manner.*

The Hanover Fire Department is a combination department, meaning that we have full-time paid members as well as paid call members, more commonly called volunteers. We continue to be short staffed with volunteers and encourage anyone with an interest in serving the community to get in touch with us to explore opportunities with the department.

Members of the Hanover Fire Department remain dedicated to improving and maintaining their skills to provide the highest level of service to the citizens of Hanover. This past year they participated in over 1,900 hours of training, covering all aspects of Emergency Services including many different types of technical rescue situations, structural firefighting and emergency medical services.

In 1996, the National Highway Traffic Safety Administration (NHTSA) and the Health Resources and Services Administration (HRSA) published the EMS agenda for the future. This included plans to standardize care across the nation and to increase and standardize the level of training for all responders by 2016. All of our members have completed the transition this year and the most dramatic level of change was made at the EMT Intermediate level changing to Advanced EMT's which now allows them to administer additional medications and perform more advanced procedures.



*Fire Ground Survival Training*

The Upper Valley Emergency Services Association hosted a Firefighter Safety and Survival program on behalf of the International Association of Firefighters. This course is the world's premiere firefighter safety program and was held in Hanover and attended by Hanover firefighters as well as many of our neighboring departments. We completed the second year of a two year plan to raise the majority of our members to the operations level in high angle rescue, and members continue to frequent the New Hampshire, Vermont and National Fire Academies.



*Rope Rescue Training*

With no fixed training facility, we rely heavily on acquired structures scheduled for demolition. The Chieftain Motel and Dartmouth College's Gilman Hall have provided us with countless hours of invaluable training.

As we look to the future, new and continuing education will remain the key to providing our citizens with the highest level of skill and care to meet the community's emergency needs.

Department personnel tested and maintained 63 municipal fire alarm boxes throughout the Town and are also responsible for maintaining over six miles of both above and underground cables. Each fire alarm box must be tested regularly to ensure that alarms transmitted using the municipal cables are received in the Dispatch Center.



*Rope Rescue Training*

Fire Department personnel also assisted with the upgrade of the Town's radio system. Work was completed on five simulcast sites allowing for better fire ground communication with the Dispatch Center. Part of this upgrade required the reprogramming of the department's radios and pagers.

Testing and maintenance was performed on dry hydrants and cisterns in the rural areas of the Town. These dry hydrants and cisterns allow Fire Department pumpers easy access to a water supply for fire suppression in areas of the Town without a municipal water supply. A new dry hydrant was also installed on Etna Highlands Road off Hayes Hill.



*Rope Rescue Training*

The department will take delivery of a new fire engine sometime this spring or early summer. The new engine will replace two trucks located at the Etna Station (one in-service engine and a reserve engine which was taken out of service this past fall). This apparatus will help increase water delivery capability for firefighting purposes within rural Hanover.

This past year we experienced considerable turnover in the department. FF Benjamin Lefebvre and FF Jared Cook resigned their positions with the Hanover Fire Department to accept positions with other departments within the State of New Hampshire. FF Troy Leatherman is currently on military leave with the Air Force Reserve where he continues to serve. In September we hired Christopher Sweitzer and Jon Wilkinson to fill the vacant positions.

Longtime employee, Roger E. Bradley, retired October 31, 2013, having worked for the Town for 44 years, 27 of those years serving as chief of the department. Effective May 5, 2014, Martin W. McMillan, Deputy Fire Chief with the Rochester New York Fire Department, will begin serving the Hanover community as Fire Chief.

We take this opportunity to thank the citizens of Hanover for your continued support and would like to remind you that we offer portable fire extinguisher training classes. Please call the Fire Department for additional information.

Respectfully submitted,  
*Fire Department Administrative Team*



*Fire Ground Survival Training*

## FIRE SERVICES

	<u>FY'12</u>	<u>FY'13</u>	<u>FY'14 – 01/31/14</u>
Structure Fires	21	18	9
Vehicle Fires	3	2	2
Brush Fires	2	3	0
Trash/Dumpster	0	3	1
Spills or Leaks	21	24	7
Electrical Problems	26	42	25
Water Evacuations	7	5	3
Smoke Removal	0	5	1
Smoke Odor	23	13	3
Malicious False Alarms	14	7	0
Mutual Aid Provided	33	26	17
Alarm Malfunctions	102	122	99
Unintentional Alarms	283	284	184
Other*	183	112	85
<b>Total</b>	<b><u>718</u></b>	<b><u>666</u></b>	<b><u>436</u></b>

\* Includes: Salvage, Police Assistance, Steam Leaks, Elevator Malfunctions, Service Calls, Rescue Calls and Extrication

## EMERGENCY MEDICAL SERVICES

	<u>FY'12</u>	<u>FY'13</u>	<u>FY'14 – 01/31/14</u>
Hanover	815	832	508
Lyme	90	110	53
Norwich	148	135	83
Mutual Aid	69	39	19
<b>Total</b>	<b><u>1,122</u></b>	<b><u>1,116</u></b>	<b><u>663</u></b>

### Full-time Staff:

*Fire Chief:* Roger Bradley (Retired October 31, 2013)

*Fire Chief:* Martin W. McMillan (May 5, 2014)

*Administrative Assistant:* Judy Stevens

*Fire Captains:* Michael Hinsley, Michael Gilbert, Bertram Hennessy and Jeremy Thibeault

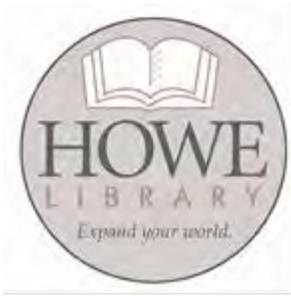
*Firefighter/Paramedics:* Brian Ellstein, Christopher Doolan, Jeremiah Linehan, Blair McClay, Robert Mousley

*Firefighter/AEMTs:* Robert Diehm, Wayne Dunham, John Emerson, Jeremy LaBombard, Troy Leatherman, Scott Letson, Joshua Lounsbury, Joshua Merriam, Christopher Sweitzer, Jay Whitehair, Jon Wilkinson

### Part-time Staff:

*Fire Prevention Inspector:* Jeryl Frankenfield

**Call Firefighters:** Julie Bean, Timothy Bent, Glenn Elder, John Hochreiter, Michael Lauria, Kenneth Pelton.



## HOWE LIBRARY

Comments from our patrons:

*“The Howe is such a fantastic library. We are very lucky to benefit from its outstanding book collection and staff.”*

*“Your library employees are so helpful, friendly and knowledgeable. It is a pleasure to see them, as I do often.”*

Howe Library serves 7,660 Hanover residents, 3,600 Dartmouth College students, and more than 2,800 people from 72 other New Hampshire and Vermont towns who pay for non-resident cards. The special collaboration between the Town of Hanover and the non-profit Howe Library Corporation helps make this library a treasured Upper Valley institution.

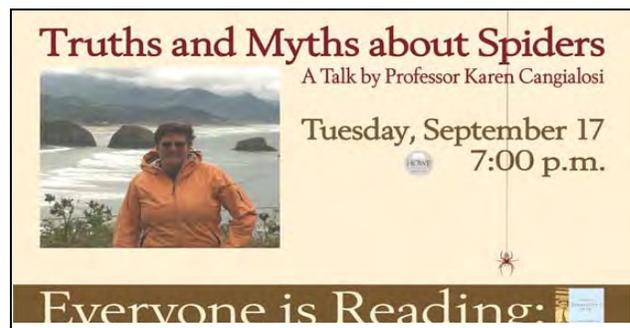
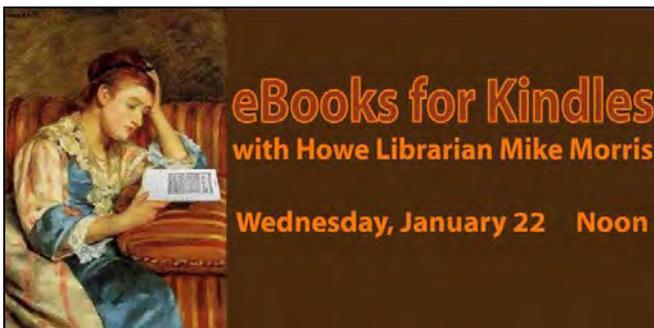


### Innovator of the Year Award:

Howe Library, in partnership with the Norwich Public Library, was selected for the 2013 Innovator of the Year Award given by the Hanover Area Chamber of Commerce in recognition of the libraries' ingenuity and creativity in enhancing the vitality of the community. A special celebration was held on November 12th at the Hopkins Center for the Arts. This award acknowledges the affection and support for the Howe from Hanover and Upper Valley residents, our many volunteers, generous donors, the dedicated board of trustees, and our top-notch staff. This is *your* award and we are very grateful for your help in making the Howe such a vibrant community center.

### Programs and Partnerships:

One of the goals in our 10-year strategic plan is to strengthen programs that create community interactions. We continue to offer more than 550 programs each year and 8,672 people attended these events in FY13. Fifty-one programs were offered off-site at the Ray School (Kids After-School Time), Hood Museum, Hanover Rotary Club, Nugget Theater, Parks and Recreation Department (summer camps), all local schools, Hanover Farmers' Market, Kendal at Hanover, and Dartmouth College.



We continue to expand our Sunday program offerings, including Ledyard Gallery receptions, teen writing workshops, FlashCon family gaming days, Halloween costume swap, Ann Kearney's painting and writing workshops for children, games in the main hallway, Christmas Revels, The Howel Classic mini-golf extravaganza, and drop-in chess. Summer Sundays continue to be popular and our Sunday circulations continue to climb.

For the fourth time, Howe collaborated with four area libraries (Dartmouth College, Norwich, Lebanon and Woodstock) to offer a Notable Lectures event. The October 2013 program featured Matt Dunne, Head of Community Affairs at Google, who discussed Google and learning in the digital age. Other collaborations included AARP (for our program on the Affordable Care Act), Walgreens (Medicare), and Dartmouth's Titlfactor.

**Howe Staff:**

In July we said a fond farewell to Christine Eickelman who worked part-time at the circulation desk for 13 years. Christine is enjoying spending more time with her family and traveling with her husband. We also welcomed two new part-timers this summer, Celeste Pfeiffer and Laura Poplack. Celeste is a recent graduate of Warren-Wilson College (North Carolina) and is considering pursuing an advanced degree in library science. Laura has a Masters in Library Science (Simmons College, Boston), worked at the Lebanon College library, and volunteered at the Howe.



*Laura Poplack*



*Celeste Pfeiffer*



*Christine Eickelman*

**Technology:**

Borrowing downloadable books continues to be popular. Our New Hampshire Downloadable Books Consortium now has 15,664 books in its collection and our patrons borrowed 9,563 downloadable audio and e-books in 2013, making us one of the most frequent users in the state. Howe Library continues to offer numerous drop-in training sessions and classes on loading e-books onto various devices.

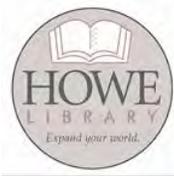
We have expanded our list of online resources, two of which were funded by The Sunup Foundation, in memory of a long-time Howe volunteer, Joy Lange Boardman -- IndieFlix (streaming of award-winning independent films from film festivals worldwide) and Consumer Reports (for your research needs buying your next big ticket item). Our third resource, Morningstar, offers financial information on stocks and mutual funds. All three of these resources may be used 24/7.



Our open-source library system, Evergreen, continues to serve us well. We now have four member libraries: Meriden Public Library, Philip Read Memorial Library (Plainfield), Piermont Public Library, and Westmoreland Public Library. Two other towns are considering joining this Howe/Evergreen Project in 2014.

All of us at the Howe are honored to serve this community and to support our mission to bring together people, resources and information to engage our minds and to strengthen connections to our community and the world.

*Respectfully submitted, Mary H. White, Director*



## Performance Indicators – FY09 - FY13

	2008-09	2009-10	2010-11	2011-12	2012-2013	Notes
Items owned	77,246	79,683	86,541	99,491	104,320	
Circulation, total	298,837	297,316	268,475	258,196	250,932	FY11 / new system
Holds/reserves placed	13,390	14,547	9,281	8,196	8,392	
Registered patrons	7,081	6,795	7,700	8,740	9,832	
Resident patrons	4,105	3,913	5,728	6,290	7,016	
Days open	335	335	347	348	348	FY11 / summer Sundays
Hours open, weekly av.	58	58	59	59	59	
Visitors, estimated	235,200	245,000	246,200	246,000	175,800	PeopleCounters installed, more accurate
Reference questions	11,112	10,035	9,770	9,562	9,957	
Interlibrary loans	3,208	3,300	3,422	2,987	3,140	
Library programs	573	611	565	585	560	
Attendance/library programs	9,175	10,248	9,711	10,126	8,672	
Public meeting room use	692	720	746	737	801	
Total meeting room use	997	1,025	985	948	1,005	
Volunteer hours	2,599	2,141	1,267	1,391	1,504	Excludes trustee hours
Electronic database use	6,959	7,029	8,521	*52,808	*51,440	*now counts sessions, not searches

### Stuffed Animal Sleep-Over at the Howe!



Howe Library – a partnership of The Howe Library Corporation and the Town of Hanover  
 13 South Street Hanover, New Hampshire 03755 603.643.4120 www.howelibrary.org



## The Howe Library Corporation Board of Trustees

The key to Howe's success as a community library is the special partnership between the Town of Hanover and the non-profit Howe Library Corporation. Each year The Howe Library Corporation, a 501(c)3 organization, funds 25% of the library's operating expenses. These funds, totaling \$311,720 in FY14, support the purchase of library materials; all adult, teen, and children's programs; building maintenance and repair; payments towards the USDA Rural Development building loan; technology enhancements; and staff professional development.

### **The Howel Classic Mini-Golf Extravaganza:**

When was the last time you played 18 holes in a library? Our fourth annual Howel Classic was held on March 22 & 23, 2014. If you haven't yet visited for the Saturday night 19<sup>th</sup> Hole Party (hors d'oeuvres, a selection of wines and beers, and jazz by Jean Brown & Company) or the Sunday Howel Open for families and friends, we hope that you will join us next year. This popular event raises approximately \$30,000 to support the Howe.



### **Annual Appeal:**

The annual fund goal is \$100,000 for fiscal year 2014, ending June 30, 2014. As of this writing at the end of February, a total of \$97,348 has been raised from 403 donors. We are very grateful for your continued support for this well-loved and well-used community treasure.

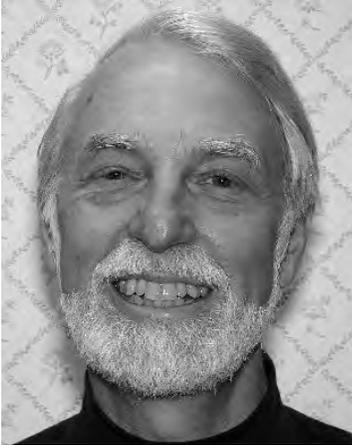
### **Special Gifts:**

In addition to the many generous donations via the annual appeal and The Howel Classic, many others donated funds for specific purposes such as museum passes (anonymous donor), summer Sundays (the Morrissey family), and online resources (The Sunup Foundation). We now offer free or reduced-cost passes to 11 museums: American Precision Museum, Billings Farm, Boston Children's Museum, Currier Museum of Art, ECHO Lake Aquarium and Science Center, Fairbanks Museum and Planetarium, Institute of Contemporary Art, Isabella Stewart Gardner Museum, Museum of Fine Arts, Shelburne Museum, and Vermont Institute of Natural Science (VINS).

## **Board Engagement:**

Our efforts to enhance communications with The Howe Library Corporation members have included two Breakfasts with the Board, in May and October. These casual get-togethers are an excellent opportunity for board members to hear your suggestions about ways we can continue to improve our services. Our next Breakfast will be in May 2014.

The Howe board has initiated a Literacy Committee to partner with non-profits in the Upper Valley region. Our first event was a collaboration with Children's Literacy Foundation (CLiF), whose mission is to inspire a love of reading and writing among low-income, at-risk, and rural children up to age 12 throughout New Hampshire and Vermont.



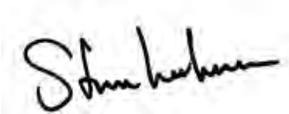
*Jay Pierson*



*Rick Sayles*

The terms of five board members expired, so we expressed our sincere thanks for a job well done to Jan Assmus, Mark Beliveau, Tom Blinkhorn, Arthur Gardiner, and Jay Pierson. We also welcomed five new members to the board: Andrew Bernard, Rich Brown, Sarah Buckey, Martha Robb, and Rick Sayles. We are especially grateful to Jay Pierson, who served us so well as treasurer since 2008, and to Rick Sayles for agreeing to serve as treasurer for the next few years. This is a big job and it's a comfort knowing that The Corporation is in good hands.

If you have not yet seen the new design for our 2013 Annual Report, you may obtain a copy at the Howe or view it online: <http://bit.ly/howeannualreport2013>. I would like to extend a very special thank you to our development coordinator, Michelle Schembri, for her great work on this project.



*Respectfully submitted,*

*Steve Lubrano, Chair*

*The Howe Library Corporation Board of Trustees*

Howe Library – a partnership of The Howe Library Corporation and the Town of Hanover  
13 South Street Hanover, New Hampshire 03755 603.643.4120 [www.howelibrary.org](http://www.howelibrary.org)

## HUMAN RESOURCES

### Recruitment and Staffing:

The Town of Hanover received and processed 378 employment applications for 25 vacant positions during calendar year 2013.

### Labor Relations:

The Town has three collective bargaining units. Employees of the Public Works Department are represented by Local 1348 of the American Federation of State, County, and Municipal Employees (AFSCME), the Fire Department by Local 3288 of the International Association of Fire Fighters (IAFF), and the Police Department by represented by Local 27 of the New England Police Benevolent Association (NEPBA) IUPA. The Town and its unions last negotiated collective bargaining agreements for the period July 1, 2011 through June 30, 2014. The parties have agreed to extend each of these agreements for one additional fiscal year only, through June 30, 2015, with a 1% cost-of-living adjustment added to the current wage schedule for FY 2015, subject to voter approval at Town meeting. The Town anticipates that negotiations on successor agreements will commence in the fall of 2014.

### Benefits:

All Town employees, union and non-union, participate in the same broad-menu flexible benefits package, including health insurance, dental insurance, short and long term disability, life insurance, medical and dependent care reimbursement accounts and voluntary supplemental insurances. Other benefits such as vacation, sick, and personal leave are uniform for all employees throughout the Town. Town employees participate in the New Hampshire Retirement System and have the option to also participate in several supplemental retirement programs.

### Health and Wellness:

The Town is committed to the health, fitness, and overall wellbeing of its workforce, and in helping employees to attain their health, fitness and wellness goals. The Human Resources Department, in coordination with NH HealthTrust, sponsored several well-attended health-related events in 2013, including a health, wellness and benefits fair and a flu shot clinic/employee wellness appreciation day. Employees who complete an annual on-line health assessment and biometric screening and participate in fitness activities are eligible for incentives and rewards offered through HealthTrust and its affiliated services.

Staff: David Stewart, Human Resources Director; Gloria LaCasse, Human Resources Coordinator

*Respectfully submitted,  
David Stewart*

## PARKS AND RECREATION DEPARTMENT

**Facilities:** The Parks and Recreation Department is located in the Richard W. Black Recreation and Senior Center, which is located at 48 Lebanon Street. The RW Black Center, which is fully handicapped accessible, is open to the public on Monday from 9:00AM to 5:00PM, Tuesday – Friday from 9:00AM to 6:00PM, and on Saturday from 10:00AM to 6:00PM. At other times, the building may be accessed by reservation which may be made through the Facility Manager by calling 643-5315.

The RWBC is a 22,000 SF, two-story building with a full basement. The first floor houses the Facility Manager's office, the Reception desk, the Main Lounge, the Director's Office and the Multi-Purpose Room & Kitchen. The Multi-Purpose Room offers an athletic-style gym with half-court basketball and when combined with the Dining Room can be used for large functions. The Multi-Purpose Room also has a drop down theater projection screen and sound system. The rear portion of the first floor is designated as the Senior Center which offers an attractively designed living room/kitchen facility, a health screening area and crafts center. The Senior Center Coordinator's office is also in the Senior Center.

The second floor of the RWBC offers five Conference and Activity Rooms which can accommodate between 12 and 50. The Assistant Director and the Out of School Time Programs Director have offices on the second floor. The Center is well equipped with tables, chairs, craft equipment, electronic equipment, presentation materials and a wide variety of athletic/recreation gear, including the birthday party favorite the blow-up Bounce House.



*Hanover Fallfest Appreciation Day  
Participants made cider by hand and ate  
donuts off a string at a booth staffed by Town  
Hall employees*

The Parks and Recreation Department was proud to add Hanover Fallfest Appreciation Day to the list of free outdoor community events offered to the Town. This new afternoon event at Storrs Pond was designed to celebrate Fall in New Hampshire and give back to Hanover Residents.

The Department worked with Town staff and local community groups such as the Hanover Improvement Society and Hanover Rotary to make the first annual Hanover Fallfest Appreciation Day an amazing success. Activities included Touch a Truck from the Department of Public Works, the Fire Department, and the Police Department, games, an inflatable obstacle course, live entertainment, food, and more! The event drew approximately 500 participants to Storrs Pond in early October. Mark your calendar for the 2<sup>nd</sup> Annual Hanover Fallfest Appreciation Day. It is sure to be bigger and better!

**Programs:** The RW Black Center offers a variety of age specific programming for tots through adults. They include Bounce House days, clay classes, French, woodworking, a variety of drawing and hands-on art classes for children, Line Dancing, drop-in volleyball, yoga, Tai Chi, Pilates, Zumba, Babysitter

Training, SAT Prep classes, watercolor, drawing and still life painting. This holiday season the Center again sponsored a canned food drive with the food collected being delivered to The Haven. There are several successful camps run by the Recreation Department which include Vacation Mini-Camps, 'Tween Camp, Camp Dragonfly, Camp Circle H, and Camp Quest. Since 2011, Appalachian Trail hikers have been able to shower and do laundry at the community center. The shower and laundry services continue to grow as word of the availability spreads.

**KAST (Kids After School Time):** KAST is an after school program for Hanover students in grades 1-6 (expanding to include Kindergarteners in fall of 2014) and is located on site at the Bernice A. Ray Elementary School and the Richmond Middle School. KAST runs directly after school on all days school is in session. Activities include theme days, special events, indoor and outdoor sports, arts & crafts, homework help and much more. KASS (Kids After School Study), now in its third year, provides homework help to students in grades 6-8 located in the library at Richmond Middle School. Students have access to school curriculum and computers.

**Special Activities:** The Hanover Parks and Recreation Department once again offered a large number of special events and activities, including: Hanover Fallfest Appreciation Day, The Great Hanover Hunt, Make ‘N Take, Muster Day, Annual Hanover Old Fashioned Fourth of July Celebration, Occom Pond Party, Egg-stravaganza Egg Hunt, Mini-Vacation Camps, Annual 10K Turkey Trot & Tiny Turkey Trot, Quarterly Family Nights, Adult Drop-In Volleyball Night, Annual Hanover Basketball Invitational Tournament, and themed dances for middle school aged children.

**Participation Statistics:**

<u>Season</u>	<u>Athletic</u>		<u>Non-Athletic</u>	
Spring '13	Youth – 266	Adult – 89	Youth – 200	Adult – 16
Summer '13	Youth – 27	Adult - 57	Youth – 611	Adult – 57
Fall '13	Youth – 395	Adult – 110	Youth – 52	Adult – 167
Winter '13-14	Youth – 212	Adult – 155	Youth – 298	Adult – 34

Bounce House Year Round – 2,250

<u>Season</u>	<u>Activity</u>	<u>Ray K-6</u>	<u>Activity</u>	<u>RMS 7-8</u>
Spring '13	Gr. K-1 Farm Baseball	40	Gr. 7-8 Boys Baseball	34
	Gr. 2-3 C Minor Baseball	20	Gr. 7-8 Girls Softball	18
	Gr. 3-6 Girls Softball	23	Gr. 7-8 Girls Lacrosse	0
	Gr. 3-6 Lacrosse	72	Gr. 7-8 Boys Lacrosse	0
			Gr. 6-8 Co-Ed Track	59
Summer '13	Track – 27	Soccer Camp – 65		
Fall '13	K Soccer	30	Gr. 7-8 Soccer	49
	Gr. 1-6 Soccer	191	Gr. 7-8 Football	30
	Gr. 4-6 Football	26	Gr. 7-8 Field Hockey	29
	Gr. 5/6 Field Hockey	25	Gr. 7-8 Volleyball	14
	Gr. 2-3 Flag Football	0		
Winter '13-14	Gr. K-6 Basketball	133	Gr. 7-8 Basketball	69
			TSI Basketball	10

**Building Use:** The RW Black Center continues to be well used. During 2013, 2,403 clients reserved space in the Center for a total of 8,636 reserved hours. These figures included a variety of users. One of the biggest draws to the Center is families renting the Multi-Purpose Room and our Bounce House for birthday parties. Other renters include the Hanover Boy Scouts, Hanover Cub Scouts, Hanover Girl Scouts, Hanover Brownies, Hanover Lion’s Club, Institute for Lifelong Education at Dartmouth, Jamie Orr Dance Instruction, Hanover Blue Wave Tae Kwon Do, Norwich Bridge Club, Upper Valley Dance Club, Youth In Action, Middle Eastern Dance Classes, The Princeton Review, Christ Redeemer Church, and Hanover Church of God as well as a variety of Hanover High School clubs and teams and Town of Hanover sponsored organizations.

**New Website:** The Town of Hanover Recreation Department now offers **online registration** and user account management at <http://www.hanoverrec.com>. Directions to games, schedules, brochures, and specifics on various events can still be found at <http://www.hanovernh.org/parks&recreation>.

**Staff:** Henry “Hank” Tenney, Director; Liz Burdette, Assistant Director; Gail Schaal, Senior Center Coordinator; Jeanne Vieten, Receptionist; Chris Lord, Youth-In-Action; Sherry Colfer, Facility Manager; John Wilmot, Building Maintenance, Nicole Leonard, Out of School Time Programs Director.

## PLANNING AND ZONING DEPARTMENT

The Planning and Zoning Department serves the Planning Board, Zoning Board of Adjustment, Conservation Commission, Building Code Advisory Committee, and Affordable Housing Commission (*see Boards & Committee Reports*). It is responsible for planning the Town's future in such areas as land use, economic development, housing policy, transportation, natural resource protection, public health, and maintenance and enhancement of Hanover's special character and quality of life as identified in the Town's 2003 Master Plan. It is also responsible for zoning administration and enforcement, conservation administration, health inspections, and building inspections and code enforcement.

**Planning & Zoning Staff:** Senior Planner Vicki Smith, Zoning Administrator Judith Brotman, Building Inspector and Deputy Health Officer Ryan Borkowski, Assistant Building Inspector Jeff Andrews, Administrative Assistant Beth Rivard, and Planning and Zoning Clerk Debbi Franklin.

## BUILDING INSPECTIONS & CODE ENFORCEMENT

The building inspectors review building permit applications, review construction documents for general conformity to the codes, issue building permits and related orders, and perform inspections at various stages of construction.

The construction and permitting process can, at times, appear complicated. Be assured that Town staff want to assist you to have a successful, safe and compliant project and are available to assist you with any aspect of the permitting and inspection process. Application forms, and other important information needed for your project, can be found at: [http://hanovernh.virtualtownhall.net/Pages/HanoverNH\\_Planning/Inspections/index](http://hanovernh.virtualtownhall.net/Pages/HanoverNH_Planning/Inspections/index)

The 2009 edition of the Building Codes, with amendments, became effective in New Hampshire on April 1, 2010. The NH State Building Code now includes the International Existing Building Code. Codes are subject to changes and amendments. Therefore, please check with the inspectors for any additional local amendments or assistance with the various building codes applicable to your project. A complete listing of Building codes adopted in NH, along with state amendments, can be found at:

<http://www.nh.gov/safety/boardsandcommissions/bldgcode/index.html>

Additionally, please also be aware that NH also has an adopted State Fire Code in effect. Information on the fire code is available at: <http://www.nh.gov/safety/divisions/firesafety/>

### FY2013 Performance Indicators (07/2012 – 06/2013)

<b>New One- and Two-Family Residences</b>	
Number of Permits Issued	6
Total Value of All Permits	\$2,856,771.00
Average Permit Value	\$476,128.50
<b>Additions, Alterations, &amp; Maintenance to 1&amp;2-Family Residences</b>	
Number of Permits Issued	311
Total Value of All Permits	\$10,657,373.36
Average Permit Value	\$34,268.08
<b>New Multi-Family, &amp; Additions and Alterations</b>	
Number of Permits Issued	40
Total Value of All Permits	\$1,085,694.00
Average Permit Value	\$27,142.35
<b>New Institutional Buildings</b>	
Number of Permits Issued	-
Total Value of All Permits	
Average Permit Value	
<b>Additions and Alterations to Existing Institutional Buildings</b>	
Number of Permits Issued	69
Total Value of All Permits	\$10,445,541.00

Average Permit Value	\$151,384.65
<b>New Commercial Buildings and Additions and Alterations</b>	
Number of Permits Issued	102
Total Value of All Permits	\$7,059,172.15
Average Permit Value	\$69,207.57
<b>Demolition Permits</b>	14
<b>Blanket Permits</b>	41
<b>Total Number of All Permits</b>	<b>583</b>
<b>Total Value of All Permits</b> (not including Demo's & Blankets)	<b>\$32,104,551.51</b>
<b>Average Permit Value</b> (not including Demo's & Blankets)	<b>\$60,804.07</b>
<b>Total Fees Collected</b>	<b>\$202,539.43</b>

### HEALTH INSPECTIONS

The duties of the Town Health Officer are typically coordinated through the Planning & Zoning Department. Regular responsibilities of the Health Officer and Deputy Officers include:

- Inspections as required/requested of failed private subsurface sewage disposal systems
- Rental housing health-related complaints (RSA 48-A)
- Daycare licensing and license renewal inspections
- School health inspections
- Food protection (complaint-based and assist NH Food Protection with inspections as required)
- Education of proper handling and disposal of lead and asbestos materials typically found in construction
- Assisting with dispersal of information vital to community health such as outbreaks of disease or other public health advisories and warnings.

<b>FY2013 Health Cases (07/2012 – 06/2013)</b>	<b>86</b>
Air Quality Inspection Reports	3
Asbestos Abatements	21
Complaints	3
Dept of Health/Human Svcs Cases	6
DES Cases	11
Inspections	4
Property evaluations	1
Restaurant inspection reports	35
Septic Systems	1
Violations	1

For public health-related concerns, please contact:

Health Officer:	Julia Griffin	603 643-0701
Deputy Health Officer:	Ryan Borkowski	603 640-3216
Deputy Health Officer:	Carolyn Murray, MD	603-643-0708

### ZONING ADMINISTRATION & ENFORCEMENT

<b>Zoning &amp; Use Permits</b>	<b>670</b>
Residential	367
Commercial	140
Institutional	60
MISC (DES, violation inquiries, Public Inquiries, etc.)	103
<b>Wetland Administrative Permits</b>	-
<b>Total Fees Collected</b>	<b>\$18,452.80</b>

## POLICE DEPARTMENT



The Hanover Police Department's mission is to provide professional and compassionate police services through partnerships that build trust, reduce crime, create a safe environment and enhance the quality of life in our community. To fulfill this mission we will have an uncompromising insistence on quality people who believe in the following core values: Integrity, Respect, Fairness, and Excellence.

The Police Department includes the following divisions: Administration, Patrol, Investigations, Communications and Parking.

While we faced a number of staffing changes during 2013, certainly the most significant was the retirement of Chief Nicholas J. Giaccone, Jr., after 40 years of service to the Town. Nick Giaccone started as a Police Officer in 1973. He was promoted to Detective in 1977; Detective Sergeant in 1987; and assumed the role of Acting Chief on the passing of Chief Kurt Schimke in January, 1994. Chief Giaccone retired on September 30, 2013 due to complications from a stroke he suffered in February, 2013.



### Patrol Division:

In Patrol, the most visible and largest division within the Hanover Police Department, we also experienced staffing hardships in addition to the loss of the Police Chief. At one point, we were short five of our 15 full-time positions. We started the year with one vacant police officer position, two newly hired officers beginning 14 weeks of training at the NH Police Academy and one officer out for medical reasons. In February, another officer went out of work for an extended medical leave. Our staff was creative and rallied to cover these absences in ways that provided a high level of service while keeping overtime expenditures to a minimum.

In April, we regained our newly certified Officers Corcoran and Shepard after graduation



Alex Tucker

from the police academy, and one of the officers who had been out for medical reasons returned to work healthy. As things continued to look up, Officer Daniel Fowler made a move to the Grafton County Sheriff's Office after serving the Town for almost five (5) years. Fortunately, the other officer who was out for medical reasons was able to return in September, and we hired Alex Tucker, from North Haverhill. Officer Tucker graduated from the academy in December. So, after a roller coaster ride of staffing we ended 2013 with one position to fill through yet another recruitment process beginning to take shape in April, 2014.



Daniel Fowler

Our staff continues to work hard to provide a visible presence in our school communities during the school day, and we benefit from the relationships developed with staff and students. Additionally, Officers Paulsen and Ufford have been busy working with our schools, institutions and businesses to develop emergency plans throughout the community. They have collaborated with dozens of nearby law enforcement agencies and community partners to develop plans to respond to violent acts and continue to provide leadership in this area.

Through a number of grant initiatives, we were able to improve equipment and services. We purchased nine (9) new portable radios to replace the remainder of our older radios at a total cost of over \$45,000, and were reimbursed half of that cost through an Emergency Management Planning Grant. The new radios improve our ability to communicate with other public safety entities through VHF and UHF spectrums. We also installed a permanent Drug Collection Box in the lobby of the Public Safety Facility at no cost to the Town through a DEA program, allowing anyone to dispose of unwanted medications at any time. To date this has kept about 125 pounds of medications out of our landfills and water supplies, and off the street. This has proven to be very popular within the community, and we hope to see even more use in the future. *(See below for additional guidance on drug disposal.)* As a result of our emergency planning efforts, we installed generator transfer switches on six traffic signals throughout town. In the event of a widespread power failure, we can now power those traffic signals with a generator to reallocate manpower to other emergency response needs.



The Hanover Police Department now has an approved Drug Return collection box permanently installed in the lobby of the Public Safety Facility. All area residents may deposit unwanted medication free of charge, 24 hours a day.



### These Items are Accepted

- Prescription Medications (Pills & Capsules, can be mixed in a sealed bag)
- Prescription Patches
- Prescription Ointments
- Liquid Medications (must be in a sealed, leak-proof container)
- Over-the-counter Medications
- Vitamins
- Medication Samples
- Pet Medications

#### DISPOSING OF SYRINGES, NEEDLES & SHARPS

Syringes, Needles and Sharps should be:

- Placed in a sturdy plastic jug, (such as a liquid laundry soap container)
- Have the lid securely taped closed,
- Labeled "MEDICAL SHARPS", and
- Handed to an attendant at the Lebanon Solid Waste Facility (landfill) at 370 Plainfield Rd, W. Lebanon, NH.

CHECK WITH YOUR LOCAL WASTE DISPOSAL SITE ABOUT SHARPS IF YOUR COMMUNITY IS NOT AN AUTHORIZED USER OF THE LEBANON SOLID WASTE FACILITY.

### These Items are Not-Accepted



- Thermometers
- Hydrogen Peroxide
- Non-Prescription Ointments & Lotions
- Aerosal Cans
- Inhalers
- Medications from Clinics & Businesses
- Bloody or Infectious Waste

08/092013

## Detective Division:



*Selectmen Jay Buckey and  
Detective Captain Frank Moran  
Town Meeting 2013*

The role of the Detective Division at the Hanover PD has been historically varied and case dependent. A primary responsibility has been to provide the Hanover Patrol Division with investigative support, guidance and added oversight. The Detective Division remained the two (2) person office of Detective Eric Bates and Detective Captain Frank Moran. Detective Bates has served the Town of Hanover for fifteen (15) years. Detective Captain Moran completed twenty-five (25) years of service in May, 2013.

In February, 2013 Chief Nicholas J. Giaccone Jr. suffered a stroke which required Detective Captain Moran to assume additional duties as Acting Police Chief. This proved to be a challenging endeavor. Nonetheless, the Detective Division continued to be highly successful. Detective Captain Moran and Detective Bates acted as lead investigators in one hundred (100) cases and assisted in many others over the year.

Among the most noteworthy cases were:

- Computer Crime Investigation: The investigation, arrest and prosecution of an adult male for the commission of computer crime at the Thayer School of Engineering.
- Book Theft Ring: The investigation, arrest and pending prosecution of an adult male for engaging in a scheme to steal text books from Dartmouth College libraries and many other institutions around the country.
- Computer Crime Investigation: The investigation, arrest and prosecution of an adult female for a computer crime.
- Aggravated Felonious Sexual Assault: The investigation, arrest and pending prosecution of an adult male for the rape of a female in a dormitory room at Dartmouth College on May 2<sup>nd</sup>, 2013.
- Receiving Stolen Property: The investigation of a group of people suspected of committing thefts in other jurisdictions and selling the stolen property in Hanover.
- Accidental Death: The investigation of the accidental drowning in the Connecticut River.
- CVS Armed Robbery: The investigation of an armed robbery at the CVS pharmacy on June 5<sup>th</sup>, 2013. A suspect was identified and is pending federal prosecution for this and other related crimes in our region.
- Residential Burglaries: The investigation, arrest and pending prosecution of two adult males for burglaries that occurred in a residential area in Hanover.
- Jewelry Theft: The investigation, arrest and pending prosecution of an adult female for the theft of jewelry from a visitor at the Hanover Inn.
- Residential Burglary and Thefts: The investigation and pending prosecution of an adult female for burglary at a residence and thefts from multiple other homes.
- Thefts at Psi Upsilon Fraternity: The investigation, arrest and pending prosecution of two adult males for committing thefts at the Psi Upsilon fraternity.



*Detective Captain Frank Moran  
& Officer Alex Tucker*

<b>Police Activity:</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>% Change 2012-13</b>
Murder	0	0	0	0	0	0%
Sexual Assault	4	5	8	11	14	27.27%
Robbery	1	1	0	0	1	100.0%
Burglary	19	12	17	14	14	0%
Theft	181	130	152	218	158	-27.52%
Motor Vehicle Theft	2	1	0	0	0	0%
Arson	2	2	1	2	1	-50.00%
UCR Stolen	202,638	97,020	236,855	254,707	232,820	-8.59%
UCR Recovered	20,685	16,518	12,498	27,825	22,232	-20.10%
Recovery Ratio	9.8%	17%	5%	11%	10%	-9.09%
Assault	53	39	44	37	56	51.35%
Forgery	2	3	5	2	3	33.0%
Fraud	32	17	26	34	30	-11.7%
Vandalism	90	83	70	82	49	-40.2%
Possession of Stolen Property	1	4	5	9	7	-22.2%
Indecent Exposure	0	2	2	1	1	0%
Drug Violations	31	46	40	46	44	-4.35%
DUI	40	16	16	10	14	40.00%
Liquor Violations	181	205	131	115	112	-2.61%
Intoxication (PC)	50	109	88	111	104	-6.31%
Disorderly Conduct	26	23	24	20	27	35.0%
Harassment	13	12	13	12	10	-16.6%
Domestics	6	11	3	4	7	75.00%
Facilitate Underage Drinking Party	2	4	3	0	2	200.0%
Open Container-Public	3	3	0	0	1	100.0%
Tobacco Violations	4	7	3	0	0	0%
Land Violations (Zoning)	33	20	15	0	15	1500%
MV Unlocks	374	333	349	379	259	-31.66%
Detentions-Adult	191	159	98	110	116	5.45%
Detentions-Juvenile	13	12	11	8	10	25.0%
Total Arrests All Categories	499	513	406	406	427	5.17%
Accidents-Total	250	230	247	224	231	3.13%
Accidents-Fatalities	0	1	1	0	0	0%
Accidents-Injury	25	36	37	24	30	25.00%
Accidents-Pedestrian	4	2	4	1	0	100.00%
Accidents-Hit and Run	80	60	69	62	70	12.90%
Accidents-Bicycle	1	6	3	4	3	-25.00%
Accidents-Reportable	175	169	183	166	172	3.61%
Total MV Stops	4,617	3,192	2,912	2,329	2,596	11.46%
MV Citations	523	271	253	160	184	15.00%
Speeding	224	143	107	55	68	23.64%
Towed Vehicles	95	95	74	189	104	-44.97%
Patrol Mileage	185,394	165,432	156,229	163,483	136,530	-16.49%
Patrol Fuel	15,748	13,957	13,437	12,876	10,589	-17.76%

**Communications Division:**

The Communications center consists of the division’s supervisor and seven (7) full time dispatchers. Three part-time employees also supplement the center. The current staffing level was deemed necessary to adequately provide round-the-clock coverage to the other thirteen New Hampshire and nine Vermont towns that contract with the Town of Hanover for this service.



Brian Paine

We conducted another hiring process early in 2013, and after several rounds we were successful in hiring Brian Paine of Springfield, VT to fill our last vacant full time position. Brian has proved to be a good fit for our department and has spent the last 7 months in training.

Our dispatch center saw a 3% increase in the volume of calls they handled this year, surpassing the fifty thousand calls for service per year. The incoming telephone call volume to the public safety complex rose another 44% this year. This is a national trend that can be traced partially to the use of cellular phones. It is not uncommon to receive 10 or more telephone calls for a single incident such as a traffic collision, smoke scare, or dog running in traffic.

In 2013, we installed a new 8 site simulcast radio system that had been designed and awarded in the 2012-2013 budget year. The Town of Hanover secured a nearly \$400,000 grant and the Town of Hartford contributed \$56,000 in grant revenue. This system went live in October, 2013, and has received high accolades from members of our fire service due to the increased coverage and capacity.

A major project that is currently under way is the exploration of expanding the regions served to include the communities serviced by the Hartford Dispatch Center. A feasibility study by local leaders has deemed this as “highly feasible” and we are now examining how such regionalization can be implemented, and how it would be funded.



<b>Communications Statistics</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>% Change 12-13</b>
Total Incidents	45,518	40,057	45,167	48,619	50,098	3.0%
Hanover Incidents	21,598	14,534	15,551	14,910	16,479	10.5%
All Incoming Calls	126,947	128,699	124,035	178,796	196,659	9.9%
Handled by Dispatcher	66,864	67,985	66,094	70,081	68,964	-1.6%
Calls Transferred	60,083	60,714	57,941	108,715	127,695	17.4%
911 Calls	3,005	3,122	3,518	3,434	3,432	.06%
7 am-3 pm Calls	77,104	77,097	75,859	111,028	129,795	16.9%
3 pm-11 pm Calls	41,295	42,513	39,740	59,900	56,098	-6.6%
11 pm-7 am Calls	7,592	8,189	8,436	17,699	8,569	-51.6%
SPOTS-Dispatch	331,769	284,230	241,161	280,794	312,958	11.5%
SPOTS-Mobile Data	391,710	330,113	322,632	302,897	402,066	32.7%
Police Calls-All Depts.	44,101	36,973	42,441	45,986	47,191	2.6%
Fire Calls-All Departments	3,264	3,132	3,260	3,312	3,164	-4.5%
Ambulance Calls-All Depts.	3,217	3,303	3,241	3,690	3,610	-2.2%

<b>Communications Statistics (cont.)</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>% Change 12-13</b>
Fast Squad-All Depts.	694	767	1,137	1,208	1,012	-16.2%
Public Works-All Depts.	648	587	816	802	916	14.2%
Bank Alarms	65	52	45	37	39	5.4%
All Other Alarms	792	1,233	1,715	1,151	1,070	-7.4%

### **Hanover Alcohol Diversion Program**

The Hanover Alcohol Diversion Program is an educational alternative for first time offenders who have been charged with an alcohol violation and are 18, 19 or 20 years of age. A person's participation in the program is dependent on the officer's recommendation for the individual to attend the program.

Once the offer of Diversion is made and accepted, the individual must contact the Diversion Program Coordinator to enroll. The sessions are held once or twice a month depending on the number of students that need to get through the program. The individual is required to participate in a 6 hour class on a Saturday consisting of a total of 8 participants who work with a Licensed Alcohol and Drug Abuse Counselor. As a group, participants discuss their experience and issues surrounding alcohol use/abuse and other risky behaviors. Each participant will also have a one-on-one appointment with the Counselor where they receive the results of a risk assessment that was completed during the session. The Counselor will make recommendations to the individual regarding the possible need for additional counseling or other resources that the participant may consider, but are not required to follow. The fee for the program is set at \$400.00 which covers the cost of the Counselor and other materials for the program. This fee is set to be in line with the fine that would be charged if the participant were to go to court. The expenditure of \$20,400 (level-funded) is allocated to cover the Counselor's fees for the program.

The Diversion program was reviewed and restructured in 2012 to update the course and streamline the process. There used to be two sessions; a day long class on a Saturday and then the one-on-one session with the Counselor the following day. The feedback from participants has been very positive and students continue to learn new things about the risks associated with binge drinking.

In 2013, there were 62 people who participated in the Diversion program of which 45 were Dartmouth students and 17 were Non-Dartmouth students. (The first sessions of the year consisted of participants who were offered Diversion in 2012 and were carried over to attend sessions during the first two months of 2013. Individuals arrested toward the end of 2013 will attend Diversion in 2014.)

<u>Year to year comparison</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Total number of participants	101	87	91	62
Dartmouth Students	90	78	87	45
Non-Dartmouth Students	11	9	4	17

### **Parking Operations**

Staff of the Police Department and Parking Enforcement Division write improper parking notices for violations of the Hanover parking ordinance, to include expired meters, parking in handicap zones without a permit, parking in prohibited areas and for parking on streets and lots after midnight during the winter.

Parking enforcement offices are located in Town Hall on the first floor, where staff accepts payments, answers questions and processes ticket payments through the use of their computer based violation tracking system. Parking accepts payments in several forms, to include cash, check and credit card on-line.

Revenue generated through parking related activities flows into a separate Parking Fund that is overseen by the Board of Selectmen. Funds are used to support on-street and parking facility operations, maintenance of parking areas, the Advance Transit shuttle service for commuters and future improvements to the parking system.

There are over 500 parking meters in Hanover, mostly offering two or three hour parking to customers and visitors of the Central Business District, accepting payment by coin and credit card. Downtown employees can park in long-term metered areas located in the Marshall Lot, on the top deck behind the Bank of America and along School Street; or in one of the Town’s long-term non-metered public permit spaces situated on the periphery of the Business District; or for free in Thompson Arena. Related permits are available at the parking office in Town Hall.

Parking operations also manages parking in the 289 space facility at 7 Lebanon Street, where both short-term and long-term parking is available for customers. The facility is open 24/7, with cashiers on duty between 7:00am and approximately 9:00pm every day, but Sunday. A validation program is in effect where merchants may purchase \$.50 off stickers at the parking office to then distribute to their customers that park in the facility. The covered sections of the facility are a good option for overnight parking during the winter parking ban. The parking ban is in effect November 15 through April 30 each year, between the hours of 12:01am – 7:00am.

Parking Division notables during 2013 include:

- 36 additional long-term permit spaces were added to the parking inventory on lower Lebanon Street, Sanborn Lane and Hovey Lane. A majority of the new spaces were made possible after Hovey Lane was widened to change parallel parking spaces that take up more curb space to angled parking spaces.
- Parking study recommendations approved by the Board of Selectmen were implemented, including
  - the replacement/upgrade of parking meters to accept credit cards in most central business district locations;
  - and an increase in metered parking rates to .35/hr. at long-term meters and depending on location to .75 – 1.00/hr at short-term meters.
- A software upgrade now allows customers to pay parking fines on-line with a visit to the Town of Hanover’s website.
- Manually issued handwritten parking tickets were replaced by smartphone ticket units with Bluetooth connected ticket printers carried by enforcement staff.
- Parking moved to the front of Town Hall to improve customer access and merge services.

<b>Parking Division Statistics</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Total Tickets	27,055	25,859	29,005	30,366	29,763	24,727
Handicap	35	72	39	48	47	43
Loading - Bus	7	22	18	20	18	9
Left Wheels to Curb	104	150	97	101	86	85
Expired Meter	23,958	23,095	26,039	27,624	27,275	21,578
Winter/Summer Parking Ban	938	883	979	729	663	1,251
2-Hour Zone	7	2	4	8	0	3
Improper Parking	151	156	191	243	198	155
Meter Feeding	261	94	162	8	11	55
2&3 Expired Meter Violation	464	436	556	621	672	454
Prohibited Zone	515	491	466	510	438	545

Towing Charge	17	15	2	24	11	9
No Town Permit	569	422	438	367	263	485
Restricted Area	n/a	n/a	n/a	37	52	30
Sidewalk	29	18	13	19	13	18
Other	0	3	1	7	16	7
Ticket Appeals	2,676	2,769	3,158	3,289	2,834	2,416
Meter Revenue	396,211	411,769	421,523	421,958	402,008	468,979
Fine Revenue	412,927	363,070	389,239	409,721	429,070	356,437

**Full Time Staff at year end:** Detective Captain/Acting Chief Frank Moran; Lieutenant Michael Evans; Detective Eric Bates; Sergeants: Daniel Gillis, Bradford Sargent and David Luther; Patrol Officers: Jeffrey Fleury, Shannon Kuehlwein, Alan Patterson, Jeffrey Ballard, Richard Paulsen, Matthew Ufford, Ryan Kennett, Christopher Swain, Nenia Corcoran, Jeff Shepard, and Alex Tucker; Administrative Assistant/Diversion Program Coordinator Elizabeth Rathburn; Prosecutor Christopher O'Connor; Records Coordinator Sheryl Tallman; Communications Coordinator E. Douglas Hackett; Dispatchers: Lisa Camarra, David Saturley, Tim Goodwin, Fred Cummings, Kevin Lahaye, Michael Cahill and Brian Paine. Parking Enforcement: Lt. Patrick O'Neill (Part-Time); Parking Enforcement Technician Mark Caruso; and Parking Control/Facility Supervisor Christopher McEwen.



*New Cruisers - 2013*



## **PUBLIC WORKS DEPARTMENT**

The Public Works Department is comprised of eight (8) operating divisions:

- Administration
- Facilities
- Fleet
- Grounds
- Highway
- Sanitary Line Maintenance & Construction
- Water Distribution and Treatment
- Water Reclamation

**Administration Division:** The Administration Division provides long range planning, engineering, inspections, issuing of permits, and the overseeing of the daily operations. During 2013, the Administrative Division provided reviews and site utility inspections for Planning & Zoning, as well as overseeing the improvements to the Wastewater Treatment Facility, Water distribution replacement, and meter system replacement.

- Staff continues to work with the Trescott Company, a land holding company formed out of the Hanover Water Works Company to ensure the water supply is protected as well as sustainable forestry practices are continued. We continue the Invasive Mitigation Program, which involves mechanical removal of invasive plants with a bulldozer on selected areas and brush hogging with follow up flame treatment in others. Test plots were established to determine how effective each method is and the level of effort needed to allow regeneration. Also included in the plan are various forest regeneration methods such as: natural regeneration after mowing with retention of viable species, “do nothing” in sensitive areas and removal and replacement of single species plantations with multi-species. A program is planned with the High School to monitor test plots under various conditions. Harvesting occurs as existing trees mature and markets allow.
- Work continues in the collection of GPS locations of municipal infrastructure which will allow staff to begin to assess and collect data for an on-line GIS program which doesn't require proprietary software. Over the coming years, staff will continue to collect and update data to populate layer information. As various layers are completed, maps will be able to be routinely updated internally and will be available to the general public.
- Once again we dodged major damage from storms which devastated surrounding communities, including storms in early July 2013 which caused multimillions of damage in Lebanon. We did suffer damage to Etna Highlands Road and sections of Ruddsboro Road. Etna Highlands required a complete rebuild east of Mink Brook. Once again effective preventative and proactive maintenance to our road and drainage systems paid off.
- The final phase of the Water Reclamation Facility work approved in 2008 was completed in the spring of 2013. The project overhauled equipment and our solids handling process, increasing reliability and energy efficiency. We also reduced our carbon foot print dramatically by eliminating the use of fuel oil to heat the anaerobic digesters and began using methane generated in the digestion process rather than direct venting to the atmosphere.

**Administrative Staff:** Peter Kulbacki, P.E., Director; Michael Chase, Operations Manager; Don Ware, P.E., Utility Engineer; Gary Searles, Data and Financial Specialist; Adriane Coutermarsh, Administrative Assistant.

**FACILITIES DIVISION:** The Facilities Division is responsible for the maintenance, custodial services, and facilities management for all Town-owned buildings. These buildings include: the Municipal Building located at 41 South Main Street; the RW Black Recreation and Senior center located at 48 Lebanon Street; the Public Safety Building (which houses both the Police and Fire Departments) located at 46 and 48 Lyme Road, respectively; the Howe Library located at 13 South Street; the Etna Library and the Etna Fire House located in Etna, the Water Reclamation Facility located at Pine Knolls Drive; the Water Treatment Facility on Grasse Road; the Summer Park Subsidized Housing Units (three units) located at 42 Lebanon Street; the Parking Garage located off of Lebanon Street; the Public Works Facility located on Route 120; and new for 2012/2013,

the apartment building located at 44 Lebanon Street. Maintenance of this building has been fairly easy-going since the transition of utilities.

This last fiscal year has been exciting, fun, and very busy.

Significant projects completed during 2012/2013 include the Etna Library/Hayes Hill project. We have built a storage addition for Public Works' Fleet Department. At the Police Department, all unused penetrations through the roof were removed and a new roof was installed.

Several mid-sized projects include installation of the Fiber Room in the basement of RW Black Center. The RW Black Center also received new carpet on the ground floor and resurfacing of the gym floor. The Police and Fire Departments received an updated door-locking system with punch-code, fob, and key-entry options. The Water Reclamation Facility (WRF) now has Mitsubishi Electric Hyper-Heat units in the office, lab, and break room areas, giving them a work area that is climate-controlled.

Small projects at Water Reclamation Facility include cleaning and waxing of the lab, hallways, locker room, break room, and Compliance Manager's area as well as installation of new carpeting in the Superintendent's office. Summer Park subsidized housing also had new carpet installed in the common areas. Shelving was installed in the basement of the RW Black Center.

Energy-efficiency projects include installation of a solar hot water heating system at the RW Black Center. Two oil burners were updated to Riello burners—one was at the Public Works Department (propane) and the other at Howe Library (oil).

Currently, the Facilities Division is working on creating a Town Hall records-storage area at the Water Treatment Facility. We also hope to convert the remaining oil burner at the Howe Library to a Riello propane burner.

In the spring of 2014 we will be replacing the Air Handler and AC unit at the Police Department.

**Facilities Staff:** Ross Farnsworth, Facilities Superintendent; Ed Woodbury, Facilities Maintenance & Operations Technician; Wayne Piekarski, Head Custodian; Mark Curulla, Custodian; Robert Sumner, Custodian

Respectfully submitted,

*Ross H Farnsworth, Facilities Superintendent*

**FLEET MAINTENANCE DIVISION:** The Fleet Maintenance Division is responsible for all Town of Hanover vehicles, standby generators, operational equipment and the centralized fuel systems. The Division provides regularly scheduled maintenance on over 100 pieces of registered equipment and approximately 60 additional pieces of small equipment.



The Fleet Division prides itself on many years of Fleet Maintenance experience to effectively maintain and provide the Town of Hanover with efficient and quality service. The Division provides an on-call mechanic 24/7 for emergency breakdowns. Town-wide departments experience minimal downtime and personalized service on their operational equipment which increases productivity throughout.

2013 was a very busy year for the Fleet Maintenance Division.

Highlights of 2013:

- Stripped and sold the 1982 Mack fire truck (Etna E-2) and 2001 Tennant Sweeper (Parking Garage)
- Upgraded the Fuel Island with hose hangers

- Refurbish Truck 17 dump body
- Fabricated supports for in-shop hoist and assisted the Buildings Division with storage room addition
- Prepared specifications for, took delivery of, and set up the following equipment for the departments listed below:
  - Highway Department
    - (2) Ford F350 trucks with plows and a sander
    - Western Star 10 wheeler dump truck with plow, wing, and sander
    - Paint equipment trailer
  - Water Reclamation Department
    - Ford F350 Utility truck
    - John Deere riding mower
    - Toyota Corolla
  - Parking Division
    - Tennant Sweeper/Scrubber (for the Parking Garage)
  - Fire Department
    - Ford F350 Utility truck
    - E-ONE Tanker/Pumper (Etna Fire House)
  - Grounds Department
    - Ford F350 Dump truck
  - Water Department
    - Ford F550 Dump truck with plow
    - Equipment trailer

**Fleet Maintenance Division Staff:** Donald Foster, Fleet Superintendent; Todd Bragg, Senior Mechanic; Mark Bean, Mechanic; Larry Holmes, Stock Room Clerk

**Grounds Division:** The sustainable landscape plantings at the Etna Library and Hayes ball field were planted in late summer. Native plants were used to create a reading garden and to make an attractive transition to the surrounding natural landscape. A rain garden captures runoff water from the parking area and allows it to infiltrate the soil instead of having it go directly into Mink Brook. Lilacs donated by funding from the King family were purchased and planted in memory of the volunteer efforts of Allen and Nancy King.

The elm tree program continues with all of the downtown trees being examined and pruned or treated for scale and elm disease and these were fertilized in the fall. The stately but hazardous elm by the Collis complex was removed due to safety concerns. Other tree removals and replacements took place on the following streets: Mitchell Lane, Rayton Road, Summer Street, South Main, Storrs Road, Woodmore Drive, Brook Road, Thompson Terrace Road, and at the Water Reclamation Facility. The trees removed in the fall will be replaced in the spring of 2014.

The Grounds crew maintained all of the town recreation fields in spite of the rainy weather.

All of the public gardens were improved with organic compost and covered with native mulch. New fall plantings included 4800 tulips and daffodils. The Hanover Garden Club's hanging baskets were cared for by the town gardener and were beautiful throughout the summer.

Several new species of trees were planted in the Pine Knolls Cemetery to enhance the park aspect of the arboretum.

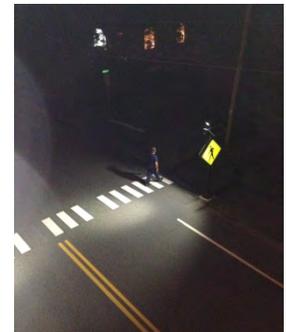
Hanover celebrated its 34<sup>th</sup> year as a Tree City.

**Staff roster:** William E. Desch-Urban Forester, Asa Metcalf-Arborist, Jared McCusker-Grounds Crew Leader, Hannah LaRochelle-Town Gardener

**Highway Division:** The Highway Division is responsible for the infrastructure of the Town of Hanover. It is our mission to not only maintain the roads, sidewalks, parking lots, and drainage systems, but to improve them as well. During the winter season the highway personnel accept the challenge of getting everybody to his or her destination safely and back again. Summertime is a very busy season making improvements to the infrastructure such as, but not limited to, pavement overlays, upgrading of our gravel roads, culvert & drainage upgrades, sidewalk reconstruction, special projects, and ongoing right-of-way maintenance.

#### Accomplishments for 2012-2013

- In July Hanover received a tremendous amount of rain. During one of these storms we encountered heavy damage to several roads in town. Etna Highlands received the brunt of the damage. Crews worked through the night and the next day to make this road passable for its residents. This was accomplished along with repair and inspection of all Town infrastructures. Over the July 4<sup>th</sup> holiday, several staff members helped Lebanon start repairs and debris removal. Staff helped out for three days during this time, installing several culverts and hauling many loads of storm material. During the course of the summer, upgrades were made to Etna Highlands Road to help cope with future heavy rain events. One hundred and twenty feet of thirty-six inch pipe was installed along with eighty feet of twenty-four inch pipe. This will more than double the storm flow capacity. The ditch lines received heavy stone along with a completely rebuilt road surface.
- Solar-powered lights were installed at the Park Street and Valley Road crosswalk. This crosswalk was a concern due to the amount of use it receives during nighttime hours. These lights are on a timer and now light up the crosswalk during peak night hours. It is a significant safety improvement.
- The parking configuration was changed on Hovey Lane. The road was widened and a low retaining wall was built along the high school fence line. This gave enough room to change the old parallel spaces with new angled parking spaces. Parking space realignment was done to all the available spaces. This enabled the Town to increase the number of parking spaces by 40.
- New traffic lights were installed at the Park and Summer Street intersection this past summer. These new lights are more energy-efficient and more visible. Using new technology, trip wires in the pavement are no longer needed. All-new wiring and conduit were run underground along with new foundations for the new light poles.
- Again this year, shoulder stone (crushed ledge and fines) was added to parts of Pinneo Hill Road along with a section of Goose Pond Road. Due to the high volume of traffic on these roads, they are prone to potholes and wash boarding. By adding the shoulder stone, we were able to make the roads safer as well as extend our grading intervals on these roads.
- Over 175 catch basins were cleaned and inspected this year. This is an annual project which limits storm sediment run-off.
- The road surface reclaiming program was busy again this year. A mile of Upper Dogford Road was completed in a one-mile stretch that was prone to extreme heaving in the winter time. Normally the reclaiming process consists of grinding the old asphalt surface to a depth of twelve inches and adding six inches of new gravel. This year we tried a new process that involved mixing the ground asphalt with an emulsion mix. This process saves the step of adding new gravel. All of the culverts were replaced along with ditching of all the ditch lines. This will give the road a new sub-base of twelve inches. Town crews then started grading/compacting the new sub-base. Because our grader is equipped with a computer system that controls the slope of the road, many man-hours are saved in engineering layout. A new asphalt surface consisting of a two-inch base along with a one-inch wear course is then put down, increasing the asphalt life of the road from five years to ten years.



*Solar-powered lights*



- Our culvert replacement program always keeps us busy. We replaced several hundred feet of failing culvert this year.
- Highway staff continues to repair and replace road signs throughout town. This could be anything from updating signs for reflectivity or repairing signs that have been inadvertently damaged. This continues to be an ongoing process.
- Town crews painted all road markings, consisting of 39.5 miles of double-yellow line, 75 miles of fog line, 3,984 feet of crosswalk, 79 yield symbols, 81 pedestrian symbols, 2,400 feet of stop bars, and all parking areas in town.
- Town crews also did a fair amount of ditching this year. Over two miles of roadway received ditch maintenance. This process removes unwanted material from our ditch lines and aids in water control during rainfall and winter melting.
- Our paving program completed a considerable amount of resurfacing last year.
- We continue to crush asphalt that we accumulate from various jobs throughout the year. We use this on all our gravel roads. Doing this gives a very durable product at an economical price.
- Roadside mowing happens throughout the summer and fall months. This helps keep unwanted brush from growing in our ditches and the Town right-of-way. This also helps maintain sight lines for safer traffic flows.
- You may have noticed yellow arrows pointing towards the edge of some of the blacktop roads. These arrows help us to locate storm water drainage during storms. As we paint the arrows staff are also checking to see if structures or grates need repair or cleaning.
- The Hayes Farm/Etna library project was completed this summer. Final grading of the library parking lot along with finish grading of all planted areas allowed the parking lot to be paved. Behind the Etna Fire Department the final touches to the playing field were completed. New lights were installed for night-time skating as well. Town staff also built a new parking area behind the Fire Department. This was also paved. Both parking areas were then striped to complete this project.
- On Goose Pond Road, town staff built a parking area for mountain bikers and hikers. This enables people to park in a safe environment off of the travel way. The project was made possible by obtaining matched grant money from the Recreation Trails Program, a division of the N.H. Parks and Recreation Department.



*Washout from storm*

Highway Division personnel have gone beyond their normal tasks to provide additional services to other divisions of the Town. Here is a breakdown:

<u>Assisting Other Departments</u>	<u>Regular Hours</u>	<u>OT Hours</u>
Grounds	57	
Fleet	338.75	
Police	156.75	4
Water Dept.	253.75	1
Fire Dept.	9.75	
Parking Enforcement	78.5	3
Building Dept.	133.75	
Recreation	154.7	
School	60.5	
Boat Landing	16.25	
<b>TOTAL - Assisting Other Departments</b>	<b>1259.7</b>	<b>8</b>



**Highway Division Staff:** Randy MacDonald—Operations Supervisor; John LaHaye, Steve Perry, Chris Berry, Roger Darisse, James Messier, Robert Henry, Jr., Moses Delphia, Bill Brown, Bruce Sanborn, James Cadwell, David Field, Mike Burse—Equipment Operators/Highway Maintenance Workers

**Sanitary Line Maintenance & Construction Division:** The Line Maintenance crew is responsible for the safe and uninterrupted flow of wastewater from the source to the treatment facility. They maintain and improve forty-four (44) miles of the gravity sewer lines and over twelve-hundred (1200) sewer manhole structures.

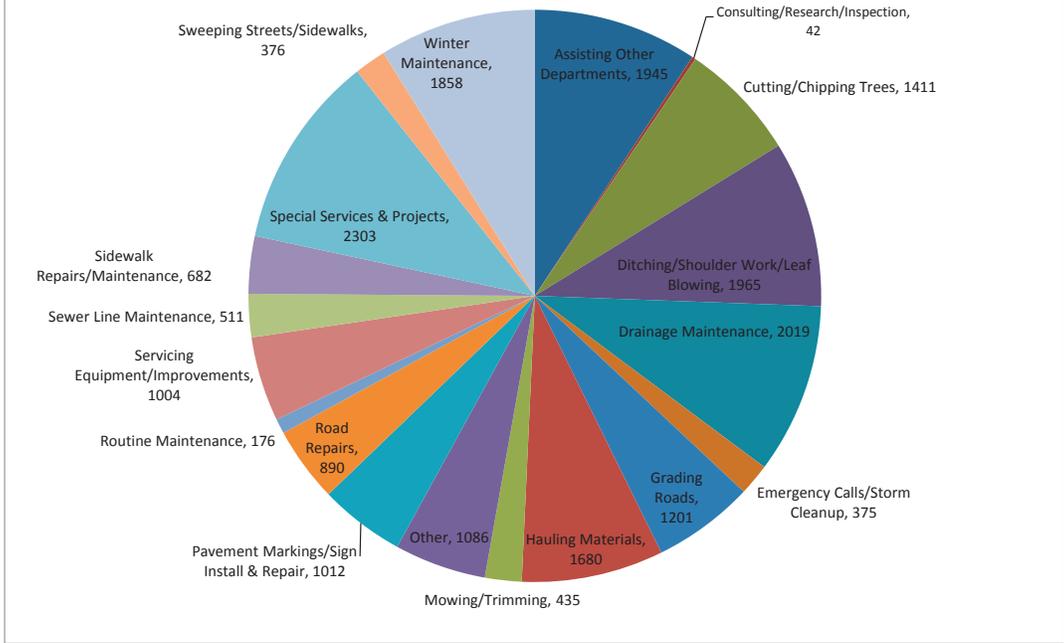
Lenny Bolduc, a 20+ year veteran of the LM&C Department retired in the spring of 2013. Raymond Swift took over the reins of the department and Jim Cray was hire to round out the crew.

The Line Maintenance crew is also responsible for providing inspection of all new and replacement lines connecting to the existing sewer line system. This not only protects the Town of Hanover, but also ensures that the customer receives a high quality service.

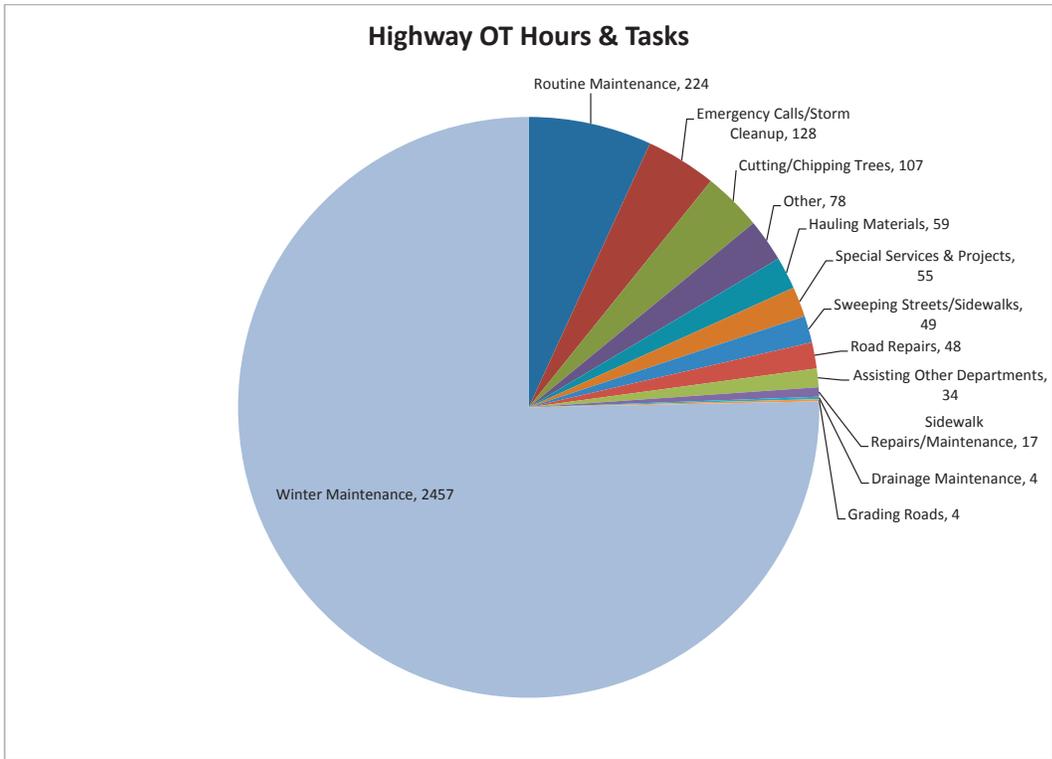
- The Line Maintenance crew is responsible for the preventive maintenance of over forty-four (44) miles of collection system pipe, using a high-pressure flushing unit. Approximately six thousand (6000) feet of sewer line are flushed on monthly bases to prevent any back-ups. This number will continue to go down because of the aggressive Slip-lining Program. Other lines are done annually and semi-annually.
- The Line Maintenance crew continues with their annual root-cutting program. This year the crew serviced more than forty five-hundred (4,500) feet of line. Root cutting is now done with the high-pressure flushing unit that has a special nozzle, is faster and does a better job than the older root cutting machine.
- The Line Maintenance Division has successfully used a new trenchless technology referred to as “Slip-Lining.” Slip-lining involves lining an old clay tile pipe with new PVC pipe, without digging up the road. This year, two hundred and eight (280) feet of old eight inch (8”) clay tile sewer line was slip-lined with new pipe on Ropeferry Road. Also slip-lined was four-hundred and twenty (420) feet of eight inch (8”) clay tile pipe on East Wheelock Street and two hundred (75) feet of six inch (6”) clay tile pipe off of Lebanon Street. Another two-hundred forty five feet (245) was slip-lined on Storrs Road.
- Ten (10) sewer manhole & frames and covers were upgraded. Several other sewer manholes were upgraded with new frames and covers & inverts.
- The crew provided the mowing and maintenance of approximately five to six (5-6) miles of sewer line rights-of-way, which also doubles as nature walk paths. The crew also mows two pocket parks.
- The crew is working on re-conditioning the sidewalk benches on Main Street. Two to three benches are done each year. This work is done during the winter months when the benches are removed from Main Street.
- The crew is also responsible for the winter maintenance of 14 miles of sidewalks. This is done with the Towns three sidewalk tractors. Also spring sweeping of the walks is done along with some highway culvert flushing.
- Chris Berry and Steve Perry, from the Highway Division, received on the job training and are now qualified to be on the emergency call list for sewer line related issues.

**Sanitary Collection System Staff:** Raymond Swift, Sewer Line Maintenance Crew Supervisor; James Cray, Line Maintenance Worker. In addition, during peak construction time and winter operations of sidewalks, the crew is assisted by other cross-trained DPW workers.

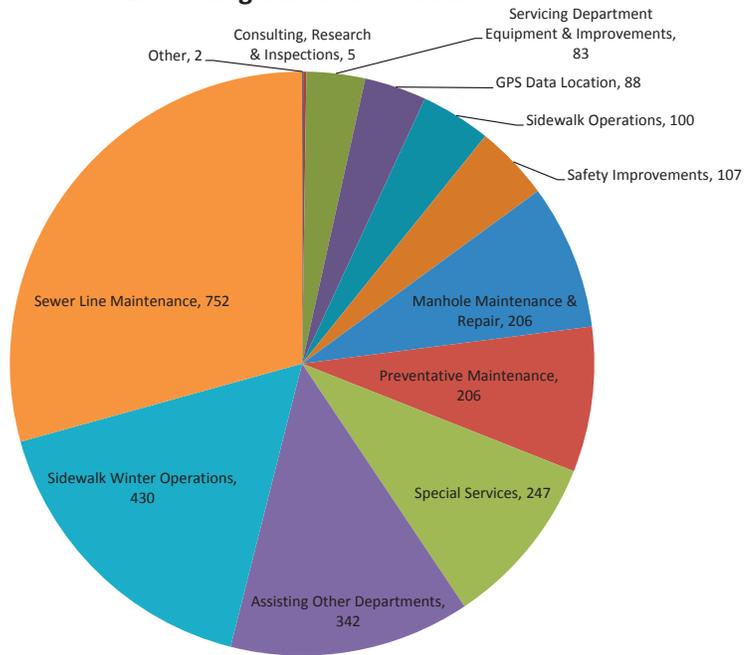
### Highway Regular Hours & Tasks



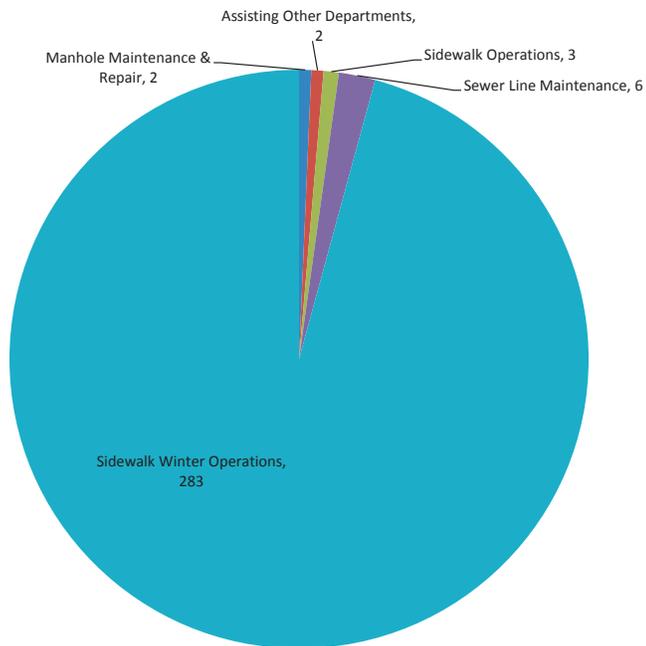
### Highway OT Hours & Tasks



### LM&C Regular Hours & Tasks



### LM&C OT Hours & Tasks



**Water Department:** The amount of water consumed by the Town has been on a steady decline since 1996. Prior to this time, the demand trend seemed to follow the amount of annual precipitation and the average heat of the year, basically, less water was used during a wet, cooler year than that used during a dry hotter year. From 1996 through 2013, the annual demand has dropped, from 390 million gallons to 305 million gallons. This trend is expected to continue, albeit slow, as older buildings are upgraded and with the ability to quickly notify customers of leaks.

**Statistics**

- Length of distribution lines = 40.8 miles
- Number of Accounts = 1927
  - Water Accounts = 1820
  - Sewer Only Accounts = 107
- Number of hydrants = 325
- Number of meters = 1927
- Number of reservoirs = 3
- Total Impounded Volume = 437.5 million gallons
- Number of storage tanks = 4
- Total volume in storage = 2.38 million gallons
- Total volume of water processed in 2013 = 305 million gallons
- Average daily volume processed in 2013 = 0.83 million gallons

**New Automatic Meter Reading System**



*New Residential Meter and Transponder*

**Projects**

The 2 major projects were under taken in FY2013, the replacement of our water metering system and the replacement of a section of water main on Lebanon Street between Crosby and Summer Street. With fewer than 10 meters left to be installed, some fine-tuning to the new software the work is expected to be completed by May 2014. The new system improves the metering accuracy, reduces system losses and staff time.

**Lebanon Street 8” Water Main**



*Direct bury electrical cable*

The second large project was the completion of a section of water main on Lebanon Street. Following two water line breaks which required closing of the high school in less than a year, the Select Board approved the main replacement. We offer our gracious thanks to the many patient people, especially those who live on Lebanon Street, and lived with the noise, the dust, and the delays.



*Preparing to pave at Summer Street*

It takes the cooperation of many people to successfully operate a Public Works Department and the same is true for its smaller pieces like the Water Division. The tasks are many and varied including housekeeping, fixing a water main, mowing dams and upgrading systems such as the meter system that sometimes take us out of our comfort zone. These tasks are entered into and completed efficiently and effectively by Todd Cartier, Assistant Superintendent, Matthew Walker & Bernie Hazlett, Distribution Workers and Ms. Adriane Coutermarsh, Administrative Assistant, our newest employee.



*Flame treating young sprouts of Buckthorn. Stage 2 in our battle to control Invasives.*

Thank you all.

Respectfully Submitted,  
*John F. Dumas*

## HANOVER, NH WATER RECLAMATION FACILITY



*Facility aerial view*

### Water Reclamation Facility staff:

Kevin MacLean – Superintendent, Mark Roper – Industrial Pre Treatment Coordinator / Compliance Manager,  
Dennis Smith – Maintenance Technician,  
Seth Bean – Treatment Technician, Richard Scheuer – Treatment Technician, Brandon Corey – Treatment  
Technician Assistant

The Water Reclamation Facility Upgrade project (approved in 2008) is essentially completed with only some minor punch list and warranty items to be addressed by April, 2014. Some of the major highpoints of that project that directly impact the cost of operating the facility pertain to the generation, storage and use of the methane gas produced as a byproduct of the anaerobic digestion systems. Additionally, the enhanced anaerobic digestion efficiency coupled with the dewatering process improvements are showing promise in reducing overall operating costs.

General statistics for 2013 include:

- Treatment of approximately 448 million gallons of raw wastewater to secondary treatment levels. This is an increase of approximately 5 million gallons or 1.1% from 2012 levels. The increase can be associated with seasonal precipitation resulting in Inflow and Infiltration {I&I}. Total precipitation recorded for 2013 was 67.6” as opposed to 61” in 2012.
- The Water Reclamation Facility received 281,621 pounds of Total Settleable Solids {TSS} and 311,339 pounds of Biochemical Oxygen Demand {BOD}-*these are measureable parameters established in our permit*. Of these loading measurements, we removed **98%** of the TSS and **98%** of the BOD from the wastewater last year. *Our permit mandates that we achieve a minimum of 85%*. These figures represent a 6.6 % increase in TSS loadings and a 1.9 % increase of loading for BOD.
- Production of approximately 1085 wet tons of bio-solids which were hauled to the Lebanon Landfill for onsite composting to be used for slope stabilization and vegetative cover establishment. This reveals an decrease of approximately 96 % from 2012. This decrease can be attributed to the facility upgrade project and improvements made to the two anaerobic digesters.

- Ongoing Sludge Quality Certification with NHDES. *This program quantifies the quality of the dewatered residuals from this facility to be safely managed through all available options.* We have also achieved NH “Low metals” certification of our biosolids. If we were pursuing Class “B” land application of this material at permitted sites, we could do so at a higher agronomic rate which is vastly limited by Nitrogen availability, but also looks at cumulative metals loadings.
- Public, private, academic and professional groups continue to visit the facility for tours.  
*I extend an open invitation to anyone interested in getting a firsthand look at what we do at the end of Pine Knolls Road. My thanks to Mr. Charles Garipay for requesting a personal tour of the facility to see the extent of the recently completed upgrade project!*
- The Industrial Pretreatment Program {IPP} continues to work with permitted establishments and has begun some education and outreach on Fats, Oil & Grease {F.O.G.} and non-flushable dispersibles -aka industrial shop wipes, toilet cleaners etc.
- Receipt and treatment of approximately 40,780 gallons of portable toilet waste. This denotes a slight decline of 110 gallons from last year.
- Town staff has met with the Environmental Protection Agency {EPA} - Region 1 and the New Hampshire Department of Environmental Services {NHDES} to try and ascertain what our revised National Pollutant Discharge Elimination System {NPDES} permit will contain. Various New Hampshire municipalities have been issued permits that have resulted in the proposed construction of completely redesigned facilities. Some towns / cities are looking at tens of millions of dollars for these projects to be built in order to comply with EPA mandates. Hanover’s permit is expected to be issued sometime before the Spring of 2014. We are led to believe that this permit will not require any major monies to be allocated for additional upgrades through this permit cycle of 5 years.
- *A kind reminder from “the plant” – your toilets, sinks, showers and tubs are for personal care and hygiene, they are not trash receptacles. Please refrain from disposing of cooking grease/oil, harsh cleaners/solvents, paints, medications, chemicals, pesticides, dental floss, plastics, reinforced paper towels, etc into your system. IF IT IS NOT TOILET PAPER OR RELEASED FROM YOUR BODY – IT BELONGS IN THE TRASH CAN.*

Some of the friendly visitors to the facility in 2013:





My sincerest thanks and appreciation go out to all the fine educators in the area for introducing their students to the wastewater field. Faculty from the Hanover High School, Ray Elementary School, Richmond Middle School, Dartmouth College and various private groups give us the chance to explain and educate young minds on the largely unknown and vastly important role that wastewater treatment plays into the everyday quality of life and environment.

Sincerely,  
*Kevin MacLean – Superintendent*  
Hanover Water Reclamation Facility

<b>Water Reclamation Facility - 2013 Labor Summary</b>		
<b>% change from 2012</b>	<b>Total man hours</b>	<b>Basic labor description</b>
+ 6.1 %	1592.8	Laboratory = daily, process & permit testing /sampling
- 15.2%	1513.5	Solids Handling = O&M
- 10.5%	990.8	Industrial Pretreatment Program = management
+ 2.8%	966.5	Facility checks = daily monitoring of plant processes
- 2.9%	493.5	Daily pump station checks = hours, flows, inspection, etc.
+ 12%	419.5	Housekeeping = floors, windows, general cleaning, etc.
- 1.8%	381.0	Weekend & holiday coverage <i>{scheduled overtime}</i>
+ 13.3%	277.3	Education / Training
+ 32.5%	232.0	Grounds = mowing, trimming, raking,etc.
+ 28.2%	198.0	Facility maintenance = undesignated services/repairs to facility
+ 100%	175.3	Methane systems O&M
+ 26.2%	168.3	Regulatory compliance = SWPP, NPDES, air, waste oil,
+ 28%	151.8	Industrial Pretreatment Program = meetings/inspections
+ 36%	125.3	Septage receiving = O&M
- 15.6%	107.3	PS#5 maintenance & repairs
+ 36.9	106.5	Dewatering system = O&M
+ 6.9%	105.8	Digester system = O&M
+ 26.2%	103.3	PS#2 = maintenance, repairs
- 6.2%	97.0	Primary system = O&M
+ 13.5%	96.5	PS#3 = maintenance, repairs
+ 26.4%	85.3	Snow removal = plowing, shoveling, snowthrower, etc.
- 219.5%	80.8	Aeration/blowers = O&M
+ 49%	78.5	TWAS system = O&M
- 68.4%	75.3	Chlorination/Dechlorination systems = O&M
- 260%	72.0	Secondary system = O&M
+ 28.6%	70.0	PS#4 = maintenance, repairs
+ 60%	59.0	Polymer systems = O&M
+14.5%	56.8	Kendal PS = maintenance,repairs
- 0.9%	54.3	Meetings
+ 54.4%	39.5	Minor PS's = maintenance,repairs
- 88.3%	38.5	Headworks = O&M
- 47.3%	37.0	Facility repairs = painting, plumbing, electrical, structural,etc.
- 20.3%	34.5	Industrial Pretreatment Program = sampling/testing
+ 52.8%	26.5	Electrical support systems = new wiring, outlets, lighting
- 45.8%	24.0	Plant water systems = O&M
+ 100%	23.0	Miscellaneous repairs / fabrication
+ 45.6%	22.5	Chemical/Material handling = offloading, tracking
- 13.9%	18.0	Grit removal = O&M
+ 3.1%	16.0	Data entry =lab, PS data
+ 41.9%	15.5	HVAC system = O&M
+ 100%	14.0	Administration permitting, technical development
+ 79.5%	9.8	Air support systems = compressors, lines, etc.
+ 33.3%	6.0	Work orders/assignments = Antero, work list development
<b>% change from 2012</b>	<b>Total man hours</b>	<b>Call ins / unscheduled overtime</b>
+ 100%	3.0	PS#2
- 77.8%	9.0	PS#3
+ 100%	3.0	PS#4
+ 100%	9.0	PS#5
0 %	0.0	Kendal PS
- 30.6%	18.0	WRF
+ 100%	6.0	Minor PS's {Downing & Huntley Road}

## SUPERVISORS OF THE CHECKLIST

**Duties of the Supervisors:** The Supervisors of the Checklist are elected and given the responsibility of registering the voters of Hanover and maintaining the voter checklist that is used at all elections. They serve in this capacity for the Town of Hanover, the Hanover School District, and the Hanover voters in the Dresden School District.

**Elections:** In 2013 there were only two elections during which the Supervisors were present as directed by New Hampshire State Law. Here are the statistics:

- ❖ 9,821 = the number of registered voters on the checklist for the Hanover and Dresden School District votes in March
- ❖ 810 = the number of voters who cast a ballot in the March School elections
- ❖ 14 = the number of new voters registered at the March School elections
  
- ❖ 9,782 = the number of registered voters on the checklist for the Hanover Town Meeting
- ❖ 672 = the number of voters who cast a Town Meeting Official Ballot
- ❖ 3 = the number of new voters registered at the May Town Meeting

### Total Registered Voters as of March 27, 2014

Undeclared	4,361
Registered Democrats	3,526
Registered Republicans	<u>1,124</u>
Total Registered Voters	<u>9,011</u>

## VOTER REGISTRATION

Every Hanover citizen who is a resident of the Town, who is a citizen of the United States, and who is 18 years of age may register to vote in the Town. A resident is someone who has a domicile in the Town on a continuing basis for a significant portion of the year. A person can have only one domicile for the purpose of voting. There is no minimum period of time you are required to have lived in the state before being allowed to register. You may register as soon as you move into your new community.

- Where and how do I register to vote?

You may register with the Town Clerk's Office at the Town Office at 41 South Main Street during office hours (M-F 8:30 a.m. – 4:30 p.m.). Applications may be made at any point throughout the year, except for 10 days immediately prior to an election. You will be required to fill out a standard voter registration form.

You may also register with the Supervisors of the Checklist who conduct special registration sessions throughout the year and are required by law to meet on the Saturday 10 days prior to each election. Check the local newspaper(s) or call the Town Clerk's Office for the date and time of such meeting.

Qualified individuals may also register to vote at the polling place on Election Day at all elections.

No matter when or where you register to vote, you will be required to fill out a standard voter registration form, and you will be asked to show proof of identity, age, citizenship, and domicile. These qualifications may be established by signing affidavit(s).

- Can I register absentee?

If you are unable to register in person because of physical disability, religious beliefs, military service, or because of temporary absence, you may register by mail. You should request an absentee voter registration affidavit and a standard voter registration form from the Town Clerk's Office. The absentee voter registration affidavit must be witnessed and then **both** the affidavit and the voter registration form are to be returned to the Hanover Town Clerk's Office.



**STATE OF NEW HAMPSHIRE  
VOTER ID LAW  
RSA 659:13**

[effective July 24, 2013]

**EXPLANATORY DOCUMENT**

During the 2013 legislative session the legislature made changes to the “Voter ID Law” (RSA 659:13). This explanatory document is required under RSA 652:26 to help educate the public about the law’s requirements and application and outlines the law’s requirements.

**What type of ID will I need to vote?**

- Driver’s license issued by any state or federal government;
- Non-driver ID card issued by NH DMV or motor vehicle agency of another state;
- Photo ID card for “voting identification only” issued by NH DMV (RSA 260:21);
- United States armed services identification card;
- United States passport or passcard;
- NH student ID card (see more information below);
- A photo ID not mentioned above, but determined to be legitimate by the moderator, supervisors of the checklist, or town or city clerk. If any person authorized to challenge a voter does so under this provision, the voter shall be required to fill out a challenged voter affidavit before obtaining a ballot.
- Verification of the voter’s identity by a moderator or supervisor of the checklist or the town or city clerk. If any person authorized to challenge a voter does so under this provision, the voter shall be required to fill out a challenged voter affidavit before obtaining a ballot.

An acceptable photo ID must have an expiration date or date of issuance. The ID will remain valid 5 years beyond the expiration date or date of issuance unless the voter is 65 or older in which case the expiration date can be exceeded beyond 5 years. The name on the ID shall substantially conform to the name on the checklist.

**More on student ID cards:**

Acceptable student photo ID cards must be issued by:

- A college, university, or career school approved or licensed to operate in New Hampshire
- A public high school in New Hampshire
- A non-public high school in New Hampshire accredited by a private school accrediting agency that is recognized by the NH Department of Education.
- Dartmouth College
- A college or university operated by the university system of New Hampshire or the community college system of New Hampshire

Beginning in 2014 all colleges or universities operated by the university system or community college system of New Hampshire must include the date of issuance on the student ID card. Student ID cards without a date of issuance will be accepted until September 1, 2018. Each August the Commissioner of the Department of Education will provide to the Secretary of State a list of all approved, licensed, and accredited schools from which a student ID is acceptable.

**What if I do not have an approved photo ID?**

Any voter who does not present an approved photo ID will be permitted to vote after executing a “challenged voter affidavit”. A voter who does not have an approved photo ID may obtain a free photo ID for voting purposes only by presenting a voucher from their town/city clerk or the Secretary of State to any NH DMV office that issues identification.

**Is there any post-election action required by me after I vote without an approved photo ID?**

If you filled out a “challenged voter affidavit” in order to vote on Election Day, you will receive a verification letter from the Secretary of State requesting confirmation that you voted in the election. If you do not respond in writing to the Secretary of State within 90 days of the date it was mailed, the Attorney General will conduct an investigation to determine whether fraudulent voting occurred.

**Where can I get more information?**

Your town or city clerk or the Secretary of State.

## TOWN CLERK'S OFFICE

Our office is open Monday through Friday, 8:30 a.m. to 4:30 p.m. We're here to help with a wide variety of services, including processing motor vehicle registrations, issuing certified copies of vital records, dog licenses, vendor permits and collecting tax and utility payments, to name a few. Our staff is committed to providing helpful, efficient and friendly customer service---our citizens deserve nothing less!

The Town now accepts online payments for property taxes, water and sewer bills, and motor vehicle registration renewals through an online bill presentment and payment utility integrated with our municipal cashing and billing software. There is no fee for paying bills with an electronic check from a checking or a savings account. The use of a credit or debit card will incur a convenience fee that will be added to the transaction and flows directly to our online payment partner.

**Motor Vehicle Registration:** The Town of Hanover processes all motor vehicle registration through M.A.A.P. (the State's Municipal Agent Automation Project). Vehicle registrations are entered directly into the state's DMV system and are processed instantaneously. Hanover is a "single-payer" municipality so that our residents remit a single payment to cover both the local and State portion of their registrations. Our office can process and provide vanity plates, conservation plates, and survivorship transfers.

Vehicle owners must begin the registration process for their new vehicles at the Town Clerk's office. To re-register, owners may renew their registration online, use the mail-in procedure or come into the Municipal Office with your renewal notice or previous registration. Renewals, decals, transfers and plates are available. Residents may save \$3.00 (the local municipal agent fee) if they choose to complete the final state portion of your registration at the nearest State of Motor Vehicle sub-station located in Claremont.

**Vital Records:** The town is a part of the New Hampshire Vital Records Information Network (NHVRIN), a statewide database developed and maintained by the Secretary of State's Division of Vital Records Administration. This system allows us to produce copies of birth, marriage, divorce, and death certificates for activities occurring in any New Hampshire municipality. The following records are available through our office:

- Birth Records: 1987 - present
- Death Records: 1990 - present
- Marriage Records: 1989 - present
- Divorce Records: 1990 to within 6 months from the present date
- In addition to records accessible through the State-wide data base, we have records that go back to the 1800's for events that occurred in Hanover.

New Hampshire vital records are considered to be private, and access to them is restricted by statute to those individuals who have a "direct and tangible interest" in the record. Certain older records are exempt from these access restrictions. Birth records older than 100 years, and deaths, marriages and divorce records older than 50 years are available to the general public.

**Dog Licensing:** The State of New Hampshire requires that all dogs four months and older be licensed in the Town in which they reside. Regardless of when during the year the license is originally issued, the license is valid from May 1 to the following April 30. You must provide proof of current rabies and proof of neutering or spaying when registering or renewing your dog's license.

### **Other Services:**

- Vendor permits are available at the Town Clerk's office; information about vendor spots and the vending ordinance is available on the Town's website.
- Recycling bins are available at \$7.00 each.
- We provide notary services at no charge for Hanover residents; there is a \$5.00 fee per signature for nonresidents.
- Trail maps (for sale) and Hanover town maps are available in the front office of Town Hall.
- Landfill tickets for the Lebanon Regional Solid Waste Facility, in which the Town of Hanover is a partner, may be purchased through our office. They are sold in a punch card of 10 punches for \$15.00. Each punch is equal to approximately 25 lbs. Residents should be advised that they may also purchase these landfill tickets directly from the City of Lebanon (either at City Hall or at the Kilton Library) for \$10.00.

# BOARDS & COMMITTEES

## ADVANCE TRANSIT

Advance Transit, Inc. is a bi-state regional nonprofit 501(c)3 public transportation system headquartered in Wilder. Our services include FREE regularly scheduled fixed-route bus service, park-and-ride shuttles, and the Upper Valley Rideshare carpool matching service. Information on routes and schedules, as well as the Upper Valley Rideshare program, can be obtained at the Town offices and many other locations or by phone 8-4:30 Monday through Friday. Call (802) 295-1824 or visit our website at [www.advancetransit.com](http://www.advancetransit.com) for more information.



**Ridership Trends:** In general, ridership on the Advance Transit system continues to experience steady growth. Ridership systemwide grew 3% to 565,327 in FY (fiscal year) 2013. In FY 2013 132,441 passenger trips were boarded in Hanover on fixed-route buses, and 67,810 passenger trips were boarded on the Dartmouth/Downtown Shuttle. It is worthy of note that systemwide, the number of ‘choice’ riders (riders that have a car available but choose to ride the bus) on the AT system accounts for over half of all AT riders.

**Expanded Frequency on the Green Route:** The frequency of the Green Route, which provides service between Hartford, Wilder, Norwich and Hanover, will increase from hourly to once every half hour. This service expansion will greatly

improve commuting to Hanover, or traveling to Hartford and Wilder from Hanover. One-third of Green Route riders report that they work at Dartmouth College. Expanded frequency of the bus service allows riders more options for arriving and departing from Hanover and Dartmouth, providing, for example, a bus arriving at 8:00 am in addition to 7:30 and 8:55 am as in the current schedule. One can see how this service change will make riding the bus more convenient and attractive for commuters. *These changes on the Green Route will be effective starting in July, 2014.*

**Hanover Mobility Hub:** Advance Transit has been an active partner working with the Town of Hanover and Dartmouth College to improve transit facilities at the Hanover Inn. Planned improvements to the area will include expanded curbside accommodation for buses, improved shelter and waiting areas, streetscape improvements, pedestrian walkways and crosswalks, covered bike parking and transit information. The Town has successfully obtained grant funding for streetscape improvements to the area and we look forward to the planned construction of this project in 2014.

**Service Planning:** The Advance Transit Board adopted a Five-Year Transit Development Plan in December, 2012. This plan sets the direction of future transit services and is based on a critical review of existing routes and services. This work is also supported by a passenger survey which examined riders’ trip purpose, transfer activity, frequency of use, residence and commute patterns, technology usage, and employment status. Passengers were asked to evaluate the service and make suggestions for improvements. A community involvement process consisted of multiple Advisory Committee meetings, public workshops, and stakeholder meetings. Through this process, the Board has adopted a strategic direction for future transit services, as follows:

- **Focus on the core service area.** The core service area is comprised of the centers of Hanover, Lebanon, West Lebanon, Hartford, Norwich, Dartmouth College and Dartmouth Hitchcock Medical Center.
- **Focus on improving existing trunk line routes** increasing service frequency, extending hours, improving stops, shelters, and pedestrian access to stops.

- **Increase market penetration along existing core routes** targeting commuters and others who live within walking distance of current bus stops.

“See you on the bus!”

*Bill Baschnagel, AT Board*

*Carolyn Radisch, AT Board*

## **AFFORDABLE HOUSING COMMISSION**

The Hanover Affordable Housing Commission (HAHC) was established by action of the Selectboard on September 10, 2001 as a commission under its jurisdiction. In 2009 Town Meeting voted to establish a Housing Commission, as a restructuring of the Affordable Housing Commission, pursuant to RSA 673:1, and other pertinent New Hampshire Statutes which govern municipal commissions, their conduct, and their receipt of appropriated funds to carry out their charge, according to terms and conditions to be determined by the Selectboard. The name of the Commission remains the same. The Commission finished taking all of the steps needed to effectuate this change. One significant result is that the Commission is now able to receive and retain real and fiduciary assets which can be used to further its mission.

The purpose of the Commission is to develop and recommend to appropriate boards of the Town of Hanover permanently affordable housing policies and regulations; promote affordable housing; identify Town resources that could assist in the effort to provide affordable housing; study suitable sites in the Town for affordable housing; explore and recommend partnerships with other Town Boards and Commissions and with organizations such as Twin Pines Housing Trust and Habitat for Humanity; evaluate and report the effectuation of Town policies on affordable housing; represent the Town at regional meetings; and serve as an educational resource for the community.

The Commission held six meetings in 2013. These are held at 7:30 PM, at Town Hall, on the third Thursday of the month. The public is always welcome to attend.

Members are Bruce Altobelli ( Chair), Chip Brown, Don Derrick (Secretary), Ed Grampp, James Reynolds, Robert Chambers, Bob Strauss – there are two open vacancies; Len Cadwallader and Joan Collison serve as Alternate Members.

### **In-Town and Regional Housing Needs**

The HAHC has been studying the possibilities of various In-Town and other sites for affordable housing. The Commission is also working cooperatively with Dartmouth College on the planning of off-campus housing for its employees.

In addition, during 2013 the Commission continued working closely with the Hanover Planning Board on planning initiatives to provide for increased housing diversity, in order to address the housing needs of a diversifying population with respect to income levels; aging and the relative increase in the proportion of Hanover households with fixed incomes; changes in family and household characteristics; and anticipated increases in the costs of heating, utilities, transportation and commuting, and other housing necessities. The Commission reviewed drafts of permitting policy concepts developed by a Planning Board study committee and provided advice to the committee. Early in the year the Commission started a review of the West Wheelock corridor by sponsoring a PlanNH Charrette which was held in November with active participation of local residents. The Town is still awaiting the formal report from PlanNH.

Late in the year the Commission started looking at other parcels in town that might be ready for redevelopment especially those that might add to the stock of senior housing. As of this report, the Commission is pursuing a grant for another PlanNH Charrette to look at the Summer Street area.

### **Workforce Housing Developments**

The Gile Hill housing development, which started in 2001, was shepherded by the HAHC through concept, preliminary design, and into project management by Twin Pines Housing Trust and the Hartland Group. The development was dedicated by Governor Lynch in October 2007. It is the largest mixed affordable and market rate housing development in New Hampshire, and it has become a model inspiring similar efforts in many other

communities throughout our state. So far 61 rental units (46 affordable and 15 market-rate) plus 36 ownership units (7 affordable and 29 market-rate) have been built and occupied.

There are now 8 market rate ownership units under construction and up for sale. The market-rate condominiums are affordable relative to the Hanover market in that they are priced at less than the median for housing in Hanover, thus being available to moderate- and middle-income families. TPHT is pursuing different avenues for the construction of the final 15 units but there is as yet no timetable for completion.

While significant moderate-income workforce-affordable rental housing has been built recently in Lebanon, addressing a need which has attracted much attention as a result of the recent recession, they are all fully occupied and there are no active plans for the same types of large-scale development in Hanover. It is doubtful that any major housing developments will be pursued until Gile Hill is finished and has been absorbed into the local housing supply.

## **HANOVER BICYCLE/PEDESTRIAN COMMITTEE (HBPC)**

The HBPC is an advisory committee to the Hanover Select Board. The committee works to improve biking and pedestrian opportunities in Hanover. It meets the first Thursday of each month at 4:00PM at the Howe Library. The public is encouraged to attend.

In 2013 we celebrated the development of the Pedestrian Walkways Policy in conjunction with the Department of Public Works. As a natural complement to 2012's Pedestrian and Bicycle Master Plan, the Pedestrian Walkways Policy identifies the projected build-out of pedestrian facilities in town.

Also in 2013, we supported the proposal and approval to begin a trial of "advisory lane" striping on Valley Road in the spring of 2014. Information about the advisory lane concept can be found online at: [http://www.apbp.org/?page=2009\\_2\\_Advisory](http://www.apbp.org/?page=2009_2_Advisory). The cooperation and support of the Select Board and Department of Public Works is greatly appreciated in this endeavor which, if judged by the town to be successful, is a precursor to further infrastructure improvement proposals.

One of last year's noteworthy accomplishments, the completion of South Park Street bike lanes and sidewalk improvements, continued to generate positive feedback from the community throughout 2013.

Other activities in 2013 include:

- Hosted a well-attended Pedestrian and Bicycle Summit on May 22<sup>nd</sup> to inform the community of our committee and its work, and to request public comment on anything bike/ped-related.
- Continued working with the Lebanon Bike/Pedestrian committee, UVLSRPC\*, and NHDOT on safety improvements to Route 10 between Hanover and Sachem Village. On April 2, 2014, the Lebanon city council will consider implementation of changes suggested in NHDOT's roadway safety audit of the Gould Road intersection, using funding from the Federal Highway Safety Improvement Program. This is hopefully the first in a string of improvements to this vital transportation corridor shared by Lebanon and Hanover.
- Participated in the Sustainable Hanover Transportation Expo. The committee displayed current and proposed town bike/ped facilities, and hosted several vendors of bicycle equipment. The vendors' displays emphasized bicycles as practical transportation machines, including all-weather gear, cargo carrying accessories, and electric assist.
- Hanover achieved an Honorable Mention as a result of the committee's 2012 application for a Bike Friendly Community Designation from the League of American Bicyclists.
- Participated in meetings regarding the Ray School renovations to ensure that bicycling and walking will be supported by the upcoming work.

In the coming year, we will be considering ways to expand bicycle parking in town, particularly sheltered bicycle parking. We plan to work on bike safety education and stay engaged with the Ray School renovations. We plan to talk with Dartmouth about its plans for North College Street improvements, including proposing a

multi-use path along Lyme Road north of Park Street. For further information about the Hanover Bike/Ped Committee, find us on the town's web site at: <http://hanovernh.org>

**Committee Members:** Tim Cox, Doug Deaett, Kelly Dole, David Dostal (Chair), Scot Drysdale, Sloane Mayor, Barbara McIlroy, Hugh Mellert, Athos Rassias (Select Board Representative), Carol Perera Weingeist, Joanna Whitcomb, Bill Young, Charles R. Sullivan (Ex Officio, now lives in Lebanon), Lieutenant Michael Evans – Hanover Police Department.

\* UVLSRPC: Upper Valley Lake Sunapee Regional Planning Commission

### **BUILDING CODE ADVISORY COMMITTEE**

The Building Code Advisory Committee advises the Building Inspector on matters pertaining to building construction, safety, codes, and technological changes. The committee also acts in the capacity of a building codes appeals committee. Their combined expertise in construction is a valuable asset to the Zoning Board of Adjustment (ZBA) in matters of appeals regarding the Building Inspectors' decisions, interpretations of code requirements, or allowing the use of new technologies.

The Building Code Advisory Committee consists of the following members: Bruce Williamson, Chair; Randy Mudge, Secretary; and Jack Wilson. Currently, there are also two vacancies. If you are interested in serving on this committee please send a written request to the Town Manager's office.

### **CONSERVATION COMMISSION**

What would Hanover be without its public open spaces and trails? Probably not as fun or as beautiful a place as it is now! The Conservation Commission along with other local, regional, statewide and federal partners has worked to make open space available not only as a backdrop to our built environment and a source of daily inspiration, but also for hiking, dog walking, wildlife habitat, protection of water quality, and appreciation of nature. The Commission maintains nearly 50 miles of trails, stewards 38 Town-owned conservation properties and monitors 22 conservation easements

The Conservation Commission was established by the 1966 Hanover Town Meeting "for the proper utilization and protection of the natural resources and for the protection of watershed resources of Hanover." Important natural resources include wetlands, water bodies and groundwater, all critical for our water supply, the Town Forest and other conserved lands, trails and other open space, scenic views, and wildlife habitat. The Commission is responsible for educating the public about natural resource topics, monitoring conservation easements, and coordinating our efforts with other public and private conservation agencies. The Commission supports and advises the Board of Selectmen, the Planning Board, and the Zoning Board of Adjustment regarding policies and projects involving conservation issues.

Members of the Commission at year-end 2013 are Edwin Chamberlain, Chair; Doug McIlroy, Vice-Chair; James Kennedy; Michael Mayor; Alan Saucier; and John Trummel. Our representative from the Board of Selectmen is Peter Christie. Thanks to Ruth Bleyler and Athos Rassias for their time and good work on the Commission in the early part of 2013.

#### **Volunteer Assistance**

For their tireless work keeping our trails safe and open to the public under the direction and guidance of Doug McIlroy, we thank Trails Committee members: Doug McIlroy, Ron Bailey, Mark Buck, Larry Litten, Bill Mlacak, Tedd Osgood, Peter Shumway and John Trummel; people who participated in the work days organized by the Upper Valley Mountain Bike Association to create new trail at the Town Forest; groups organized by the Hanover Conservancy and Balch Hill Management Committee; and John Taylor of the Upper Valley Trails Alliance who magnifies the effect of his 80 hour contract for work on town trails by recruiting volunteers from Hypertherm, Tuck School, and King Arthur Flour. There is no full record of how many hours were expended on trail maintenance, but everyone's efforts on this never-ending task are much appreciated.

Thanks also to Open Space Committee members, Judith Reeve and Anne Morris, for their time and creative conservation ideas.

The work of our Biodiversity Committee also relies on volunteers. The Hanover Garden Club contributed funding to help cover the educational materials for the Upper Valley Garlic Mustard campaign and the Upper Valley Land Trust assisted with outreach and publicity. The Hanover Conservancy has been an especially helpful partner in leading volunteers at several of the restoration projects, for helping recruit volunteers and for contributing funds to rent some of the equipment used at one of the projects. Other organizations that have assisted are Hanover High School Youth in Action, and the Christ Redeemer Church in Hanover. In particular, thanks to the multi-talented members of the Biodiversity Committee members, Nina Banwell, Susan Edwards, Pete Helm (UVLT), Helene Hickey, Jim Kennedy, Michael Lunter, Barbara McIlroy, Gail McPeck, Adair Mulligan (Hanover Conservancy), Alan Saucier, Vicki Smith and Elizabeth Tobiasson, and our volunteer leaders, Len and Mary Ann Cadwallader, Ed Chamberlain, Ann Crow, Debbie Crowell, Carolyn Cravero, Karen Geiling, Betsy McGean, Doug McIlroy, Cam Rankin, Judy Reeve, Ellis Rolette, Perry Williamson, Don Lacey (Lebanon CC) and Jon Bouton (Hartford CC). We are also grateful for all of the hours contributed by many volunteers who have helped with our invasive control work at the Tanzi Tract, Hayes Farm Park, Rinker Steele Natural Area and during our annual neighborhood garlic mustard pull.

### **Conservation Commission Activities in 2013:**

- Continued its easement monitoring and baseline documentation program. Again in 2013, all 22 properties protected by conservation easements or restrictions were monitored.
- Participated in eleven site visits to locations requiring wetlands permitting or stewardship of town properties
- Commented on seven wetlands applications
- Worked with a landowner to amend and update a conservation easement
- Applied for RTF grant for materials to create the 8 space parking lot at Goodwin Town Forest; the lot was built by DPW summer 2013. Hats off to DPW!
- Supported and reviewed bridge construction at Town Forest mountain bike trails
- Arranged for Dana Pasture Natural Resource Inventory and consultant presentation
- Reviewed and provided comments to the Selectboard on Dana Pasture division of property
- Reviewed plans for new telecommunications tower on Moose Mountain
- Continued work on the Hayes Farm Park Management Plan including a neighborhood meeting and draft work plan
- Reviewed a proposed exchange of a trail easement for a section of Class VI road
- Developed new plans for trail heads at South Esker and Mink Brook West natural areas
- Participated in South Esker neighborhood meeting and considered Memo of Understanding amendments
- Reviewed and supported allowing deer hunt on Balch Hill
- Paid for hazard tree removal on Balch Hill
- Partnered with abutter for hazard tree cutting on Tanzi Tract
- Drafted and adopted new bylaws
- Changed meeting time to accommodate new members
- Amended Memo of Understanding with Town for King Bird Sanctuary and Greensboro Ridge Natural Area
- Organized and held a workshop; Ticked Off, at the Howe Library on ticks,
- Continued its water quality monitoring program at Girl Brook and began a water quality monitoring program at Mink Brook in Etna Village
- Continued collaboration continued with the Hanover Conservancy, Hanover Garden Club, Boy Scout Troop 45, Pine Park Association, Youth in Action, Upper Valley Mountain Bike Association, Upper Valley Land Trust, the Mascoma Watershed Conservation Council, the Goose Pond Lake Association and their Lake Host Program, the Appalachian Trail Conservancy, the Lebanon Conservation Commission, Upper Valley Trails Alliance with \$50 support for dues, NH Association of Natural Resource Scientists with \$20 support for dues and the New Hampshire Association of Conservation Commissions with \$498 support for dues.

**Through its Open Space Committee, the Commission** hired a new consulting forester, selected a contractor to cut the Pleasant Street slope, worked with landowners to clarify easements held by the Town and on stewardship plans and management of Town-owned properties.

## Through its Trails Committee, the Commission:

### Maintained trails:

- A Hanover High Earth Day work group improved the well-used River Trail.
- Major trail work on the Moose Mountain Ridge with Tom Linell putting in dozens of hours of work.
- Clean up and regular trail work on River Trail, South Esker trails, Highway 38, Tanzi Tract trails, Rinker Steele Natural Area trails, Fullington Farm Trail, Grasse Trail, Indian Ridge Trail, Baum Conservation Area trails, Pasture Road, Ridge Trail, Great Hollow Trail, Stevens Road Trail, Fullington Farm Trail, Hayfield trail easement, Balch Hill trails, Quinn Trail extension, Wheelock Trail, and Corey Road.

### Created new trails:

- Goodwin Town Forest bike trail. Upper Valley Mountain Bike Association volunteers have almost completed about three miles of trail in the course of several work days led by Brian Riordan and Kevin O'Leary. Kevin deserves special recognition for organizing at least a dozen volunteers who worked several hundred hours

### Planning for a new look:

- Produced new trail map available for sale at the Town Offices
- New signage standards were adopted and materials obtained for installation on town properties and trails in 2014.

The Commission spent over \$2000 from its operating account for contracted assistance in maintaining trails with the Upper Valley Trails Alliance. The UVTA provided 74.5 hours of staff time and organized 102 hours of volunteer time for work on our trails.

**Through its Biodiversity Committee, the Commission:** engaged more than 146 volunteers on invasive plant control and other restoration work in 35 neighborhoods and at four protected municipal properties.

**Garlic Mustard:** Garlic Mustard is of particular concern for its ability to quickly dominate a forest understory. Working with three other towns, we launched an educational campaign with posters, maps, handouts and live Garlic Mustard plants. The displays were in town halls, schools, libraries and other public places in at least 6 towns. In Hanover, the display led us to 14 previously unknown colonies. In eight neighborhoods, after three years of control efforts by cooperating neighbors, there was less of the plant to remove, as volunteers have finally been able to push back on the plant. For a second year of control efforts, nine students at the Richmond School volunteered to remove garlic mustard on school grounds.



**LOOK** carefully at this plant.  
**Garlic Mustard** is invading Hanover Neighborhoods.  
**Don't let it get started in your yard.**  
This year, volunteers will pull the plant. Please join them if you can!

**South Esker:** In a small opening, several hundred Glossy Buckthorn saplings and 25 larger seed-bearing trees were removed from about 2500 square feet of infested land in the forest.

**Hayes Farm Park:** Over the course of three workdays, volunteers pushed back on more than 15,000 square feet of **invasive plants**, mainly Glossy Buckthorn and Japanese Barberry. Volunteers donated not only time but use of assorted tools such as weed wrenches, mowers, tractors and a Jeep for use in pulling some of the larger plants. The spread of Barberry is of particular concern in this neighborhood.

**Rinker / Steele Natural Area:** On a workday in July, two groups removed brush from the area where invasive removal work was done in 2012 near Rinker Pond, and cut down Glossy Buckthorn, Barberry and Burning Bush on the southern Steele portion.

**Mink Brook West Trail:** In two workdays, the bed at the entrance to Mink Brook has been relieved of invasive plants, and received a fresh bed of mulch. The bed now awaits the planned installation of native shrubs from the Conservation Commission's nursery at the Water Reclamation Facility in 2014, and the improvement of the pedestrian entrance and parking for the trail, also scheduled for 2014.

### **Outreach Efforts**

Website: The Town website now features materials about Garlic Mustard and an extensive website on Lyme Disease and related information. The homepage has also been redesigned.

Tanzi Tract: A new sign was installed near entrance to explain restoration history.

Work with Schools: We assisted with tools, information and identification assistance for the several workdays at Hanover High School, where a long-term project has been started to remove invasive plants on school grounds. The Richmond School hosted a Garlic Mustard display, and students assisted with its control on school land. The Ray School hosted a garlic mustard display and some restoration work was done on Glossy Buckthorn on school lands.

The Conservation Commission's regularly scheduled monthly meetings are held on the second Wednesday of each month at 7:00 PM, in the Town Hall. The Open Space and Trails committees meet regularly once a month while the other committees of the Commission meet as necessary for project needs. The Commission and its committees are always eager for wider participation. The public is welcome to attend its meetings. Town citizens are encouraged to attend its meetings and join in on the work of the Commission and its committees. **We are in need of a few new conservation commissioners to support our work and bring in fresh ideas. Volunteers are welcome.** Please contact the Planning and Zoning Office for these meeting schedules. Contact Vicki Smith (640-3214 or ([Vicki.Smith@Hanovernh.org](mailto:Vicki.Smith@Hanovernh.org)) or Ed Chamberlain (643-4150 or [edwin\\_chamberlain@valley.net](mailto:edwin_chamberlain@valley.net)) for more information on how you can join in with the work of the Hanover Conservation Commission.

## **PLANNING BOARD**

In 2013, the Planning Board was busy with both development review and residential planning work. Minor subdivisions created two new building lots. In addition to the review of a number of smaller site plan projects, the Planning Board has concentrated on listening to residents at neighborhood planning parties.

Our major planning emphasis this year has been to ask and hear from people what plans should be for Hanover's residential neighborhoods and what makes them such great places to live. The Board began this work in 2009 by inviting landowners and residents to three public forums held at the Ray School. In 2010, the Board's Residential Project Committee held 47 meetings, some of which included site walks, to better understand Hanover's residential areas and to develop policies upon which zoning proposals can be based. The amendment proposed for the Goose Pond area was adopted by Town Meeting in 2011. In 2012, following a well-attended community forum on zoning in the residential areas of Hanover, what started as a re-write of the residential sections of the Zoning Ordinance metamorphosed into a commitment to engaging with the community neighborhood by neighborhood. We have developed a neighborhood planning party format and met with neighbors from the Hovey/Ledyard Buell, East of Moose Mountain, Middle Mink Brook Watershed, Etna and West Wheelock Street neighborhoods.

The planning parties give neighbors an opportunity to gather and interact in a low pressure, informal "non-crisis" setting to talk about what they love about their neighborhood and what they would like changed. The Planning Board has gained a more in-depth appreciation about what is special about each neighborhood and most highly valued by its residents. This information will be used to develop a plan for the neighborhood and a new Master Plan for the town, and guide land use regulations and infrastructure improvements. Neighbors get to know each other, learn more about the planning and land use regulatory process and be empowered to guide their neighborhood's future. Each participant is asked to reflect on his/her relationship with the place they call home and take part in making it even better. This is exciting work often results in working groups taking on changes identified at the planning party.

In a parallel effort, a small but dedicated group of Planning Board members has been meeting almost weekly with our affable Zoning Administrator, Judith Brotman, to technically review our Zoning Ordinance. Their work this year has focused on clarifying definitions and addressing inconsistencies in the Ordinance. Look forward to their report and subsequent zoning amendments in late 2014 and early 2015.

In conjunction with the Affordable Housing Commission, the Planning Board participated in a design charrette run by Plan NH whose members are design professionals in NH. Agreeing that the West Wheelock corridor is an underutilized residential land area close to the downtown, a prominent gateway to our Main Street commercial district and the Dartmouth College campus, challenging topography, and a key road that must continue to accommodate high traffic volumes with pedestrian safety, Plan NH assigned a design team to take a look at the West Wheelock corridor. Their final presentation showed good vision and understanding of the situation. We eagerly await their written documentation and working with residents and land owners about how that area should be zoned to accommodate change.

Another workshop, *Thinking Differently about Planning for the Future*, was offered in conjunction with the Plan NH charrette. This workshop was well attended and thought-provoking.

To streamline our regulatory process, the Planning Board significantly revised its Site Plan Regulations to clarify the submission requirements and set a threshold for site plan review. Smaller projects are now reviewed by the Minor Project Review Committee (MPRC), comprising Town employees. This Committee reviewed seven projects. This work allows the Board more time to focus on the larger development projects and residential planning work.

During its 18 meetings in 2013, the Planning Board's work included:

- Reviewing and approving site plans for: Hanover Improvement Society's maintenance building, Hypertherm's parking lot, paving, lighting and storm water management improvements, and Dartmouth College's Spaulding Auditorium egress lights, Memorial Field scoreboard, seasonal crew dock improvements and conversion of an eight unit apartment building to a 25 bed student affinity house.
- Reviewing and approving the creation of new lots on Etna Highlands and Gibson Roads.
- Reviewing and approving modifications to the Gile Hill Community site plan.
- Reviewing and approving a minor lot line adjustment and a voluntary merger.
- Site visits to Dartmouth's Memorial Field and to Hypertherm facilities at 15 and 21 Great Hollow Road and 71 Heater Road in Lebanon.
- Discussing the residential zoning project and five neighborhood planning parties.
- Supporting the Rental Housing Ordinance which was adopted by the Select board.
- Preparing zoning amendments that were considered and adopted at the Annual Town Meeting in May 2013 and holding hearings on these amendments.

The following minor projects were reviewed and approved by the Minor Projects Committee:

Dartmouth College's exterior lights at the DOC house, replacement of the biofilter at the composting facility, fairway underdrains at the Hanover Country Club, trash containers at Park Street, Hypertherm's new overhead door, roof top mechanicals and berm modifications, Kendal's storm drainage, fence and site restoration, air conditioning units on Buck Road and a new shed at the Town garage.

The current members of the Planning Board, as of December 31, 2013, are Judith Esmay, Chair, William Dietrich, Vice Chair, Michael Mayor, Kate Connolly, Iain Sim and Joan Garipay. Our alternate member is Michael Hingston. Nancy Carter and Jay Buckey serve as Board of Selectmen Representative and Alternate Representative, respectively. Planning Board members are appointed by the Board of Selectmen. Michael Mayor serves on the Conservation Commission to provide coordination between the Commission and Planning Board. Kate Connolly is an active representative to the Upper Valley Lake Sunapee Regional Planning Commission and serves the Commission as Secretary/Assistant Treasurer.

Generally, the Planning Board hears applications for subdivision and site plan review on the first and third Tuesdays of each month. The Board holds planning workshop sessions to focus on Master Plan implementation and policy development on the second Tuesday of each month. The public is cordially invited to attend and participate in all meetings of the Planning Board. Neighborhood planning parties are held at a time and place convenient to the neighborhood. The public is welcome to attend and observe, but conversation is limited to residents and landowners of the neighborhood. The Planning Board welcomes your comments in writing or by email at [planning@HanoverNH.org](mailto:planning@HanoverNH.org).

The Master Plan and land use regulations may be viewed on the Town's website, HanoverNH.org. Copies may also be purchased at the Planning and Zoning Office.

**FY2013 Planning Board Performance Indicators (07/2012 – 06/2013)**

<b>Cases</b>	<b>38</b>
Site Plan Review – Major Projects	11
Waiver Site Plan Review – Major Projects	-
Planned Residential Developments and Continuing Care Retirement Communities	-
Major Subdivisions	-
Minor Subdivisions	3
Modifications	2
Lot Line Adjustments/Voluntary Mergers	8
Prelim Plans, Revocations, Scenic Rds, etc	5
Projects of Regional Impact	9
Site Plan Review – Minor Projects	9
Field Changes	14
<b>Total Fees Collected</b>	<b>\$13,444.75</b>
<b>Other Business</b>	
Master Planning	1
Pasture Road	1
Residential Zoning Project	12
Zoning Amendments	3
<b>Meetings</b>	<b>18</b>
<b>Site Visits</b>	<b>6</b>
<b>Minor Project Review Committee meetings</b>	<b>7</b>

**ZONING BOARD OF ADJUSTMENT**

State Statute allows up to ten Zoning Board of Adjustment (ZBA) members consisting of not more than five full members and five alternate members appointed by the Board of Selectmen. The current full members are: Arthur Gardiner, Chair; Carolyn Radisch, Clerk; Steve Marion, and H. Bernard Waugh. Alternate members are: Ruth Lappin, Gert Assmus, and Phil Harrison. There are currently three vacancies.

Generally, the ZBA holds one Public Hearing each month, usually on the fourth Thursday of the month. A deliberation meeting is scheduled separately, often on the following Thursday evening. Public Hearings and deliberation meetings are open to the public, however no additional testimony is allowed during deliberations. Interested individuals should check the hearing and deliberation schedule, especially around the holidays, as meetings are apt to be rescheduled in order to accommodate the fullest compliment of board members.

The Zoning Ordinance may be viewed at:

[http://hanovernh.virtualtownhall.net/Pages/HanoverNH\\_BComm/zba/2013ZoningOrdinance.pdf](http://hanovernh.virtualtownhall.net/Pages/HanoverNH_BComm/zba/2013ZoningOrdinance.pdf).

Copies may also be purchased at the Planning and Zoning Office.

**FY 2013 ZBA ACTIVITY (07/2012 - 06/2013)**

<b>Cases</b>	<b>49</b>
Appeals of an Administrative Decision	3
Building Code Appeals	-
Equitable Waiver	-
Rehearing requests	3
Rehearings	-
RSA 674:41	-
Special Exceptions	19
Special Exception - Wetlands	12
Variances	12
Other	-
<b>Total Fees Collected</b>	<b>\$5,681.19</b>
<b>Public Hearings</b>	<b>11</b>
<b>Deliberations</b>	<b>13</b>
<b>Site Visits</b>	<b>3</b>



*Creative Use of Bicycle Rack at Hanover High School*

## Sustainable Hanover Committee – 2013 Report

In 2013 the Sustainable Hanover Committee (herein SHC) continued to engage in initiatives whereby it could make the most impact relative to the the day-to-day activities of the town of Hanover's community at large by more selectively working from the committee's new mission statement - "The SHC supports the efforts of the community to assure that the Town of Hanover thrives for present and future generations" - and within the newly developed focus areas listed below:

1. **Emissions Reductions** - As research indicates, reducing emissions generated from transportation will have the greatest impact on our community's overall footprint. The Sustainable Hanover Committee supports residents in their efforts to reduce emissions from transportation by promoting alternative transportation choices and reducing emissions as a result.
  - a. Green Power Study Group - A summer study group was formed, led by committee member Yolanda Baumgartner to explore the feasibility and viability for the town to become a member of the EPA Green Power Partnership program, a prerequisite for the committee to pursue the formation of an EPA Green Power Community. As part of this effort, research into the purchase of Renewable Energy Certificates (REC's) was conducted as were numerous interviews with local and regional purchasers of RECs. This work culminated in preparing the town manager to present the Green Power Partnership membership opportunity to the town's Selectboard which ultimately approved the effort as a worthwhile pursuit. Aside from the town, those contacted by SHC as potential Green Power Community members included the Co-op Stores, CRREL, Dartmouth College, Dartmouth Printing, Hypertherm, Kendal, and SAU #70 Schools. On the whole, there was very positive feedback received and an invitation by each entity to return for further discussion upon the town's commitment to the Green Power Partnership program. The study group also helped produce an RFP for the town to put out that invited interested entities to propose the best way they could help the town implement a Green Power program which included a way in which the town could also procure electricity at a savings. Interviews were conducted with those who responded to the RFP.
  - b. SHC's first annual Transportation Expo - On November 16, SHC hosted the Sustainable Hanover Transportation Expo at the Richard Black Community Center organized and coordinated by committee member Lyn Miller. With sample hybrid and all electric cars, representatives from area bike shops, and innovate commuter bikes, there were may 'tires to kick' for the 40 attendees. In addition to test-riding bicycles and learning about the Advance Transit schedule, attendees learned from each other as well as from the various transportation-related vendors. There was lots of positive energy. Most people who came were from Hanover, though was attracted some interest from Wilder, Lebanon and Norwich as well.
  - c. C-Miles Mobile App - There were several discussions and work completed by committee members Chris Soderquist and Lyn Miller to develop a mobile phone application called "C-miles" whereby owners of this app (i.e., town residents) could track, and then over time, be incentivized to reduce miles driven in the vehicles that they own. Though there was considerable progress made to get a beta version produced, this initiative became very challenging for the SHC to single handedly manage and implement without the proper funding and resources required to have this app move towards a final product. Mr Soderquist, who has been tracking the project from its inception, subsequently reported at SHC's October meeting that Resource System Group had been engaged to further develop the app and that RSG's goal would be to integrate the this transportation tracking tool into a larger program with multiple subject areas, all designed to promote behaviors that increase well being and community resilience. Reporting on this project will be brought up to date in 2014.

- d. Electric Charging Station Discussions - There were questions from community members questioning whether the town could put an Electric Charging Station into service so that owners of electric cars would have a location in town where they could charge up the batteries in their electric cars. Though there were great ideas developed around the possibility of implementing such a program, this discussion was tabled as it was determined that such an undertaking was too expensive to consider at the time.
2. **Energy Conservation** - The Sustainable Hanover Committee offers information about alternative energy sources to achieve financial and environmental rewards for town residents, businesses, and institutions.
    - a. SHC's first annual Energy Expo - This free event that occurred on May 18th at the Black Center was organized and coordinated by committee member David McManus and was designed for community members to come learn from local energy experts and providers about the latest in technologies, strategies, costs and financing for the home and business in the areas of energy efficiency, solar electricity, solar hot water, and wood heating. About 50 people came through during the 3 hour event including home and business owners, and other interested community members.
    - b. The SHC, through developing relationships stemming from the Energy Expo and the Green Power Study group, helped guide the town in considering a large solar array that would take advantage of a newly legislated group net metering law in the State, and help to offset the town's use of utility supplied electricity with power generated by solar energy.
  3. **Waste Reduction** - Since its first incarnation as The Hanover Recycling Committee, the Sustainable Hanover Committee has worked tirelessly to help the Town of Hanover reduce its overall waste. The current programs provide residents opportunities to reduce and reuse what they have. Always collaborating with others, our Recycling Subcommittee remains our most active group. The chair wishes to recognize committee member Susan Edwards for her continued efforts and commitment to this program.

#### Sustainable Hanover Recycling Sub-Committee Report

1. In April, a sale of surplus craft and art supplies was held in Tracy Hall, Norwich, VT. All the vendors who had purchased a booth, (local craftspeople and artists), were happy with the volume of customers and the sale broke even. This sale will be repeated in 2015.
  2. The third Saturday morning in June, July, August and September saw several volunteers from SHC and the community at Longacre's Nursery for the Plastic Plant Pot Collection. Thousands of pots were brought to us (diverted from the waste stream), packaged for delivery to a facility that will retool the pots into garden products. This collection serves people from throughout the Upper Valley.
  3. The Fourth Annual Town of Hanover and Dartmouth College Community Yard Sale was held in early September in the Lower Dewey Field Lot at Dartmouth College. The vendor sites sold out within days of the sale registration form going on-line. The Sale was very successful; thousands of buyers, very happy vendors; and a clean site at the end of the day. The Hanover High Football team provided food and drinks. Volunteers from Youth in Action helped with set up and closure.
4. **Balanced Ecosystems** - What we do in our backyards matters! Lawn and garden equipment is the biggest source of non-road emissions. Pesticides and chemical fertilizers cause unintended damage to air, water and wildlife. Local farms and home gardens are important pieces of a healthy sustainable food system.
    - The SHC continued in several meetings to brainstorm with town officials on developing an in-town collection system whereby organic waste is collected and transported to an

appropriate facility to be composted.

- 5. Community Livability** - Ongoing 'community briefings' will provide an opportunity for related Hanover organizations and committees to collaborate as they work toward shared sustainability objectives.
- a. Website reconfiguration - Committee member Lyn Miller worked with assistant to the town manager Betsy Smith on creating an online presence for SHC on the town's website.
  - b. Calendaring/Sequencing of Events - a new process was undertaken by committee member Chris Kennedy to capture as many dates relevant to SHC's initiatives as possible for more effective communication and coordination between the committee and the community at large. The committee decided that our program year would follow the school calendar. It would begin with our annual Yard Sale, Labor Day, Earth Week, after the schools' April vacation, would become a time to showcase and celebrate the year's efforts. In late April or early May we would have the Committee's retreat and decide upon the upcoming year's theme and those responsible for it. Planning would happen over the summer so that the theme could be launched in September. Between September and April we would schedule meetings with the Town bodies that work on Sustainability. Budget requests would have to be made in January.
  - c. Earth Day Activities - All of Hanover's schools participated in Earth Week activities in which committee members Lyn Miller and Chris Soderquist were also involved. Students took part in Walking-and-Biking-to-School Day. The community think tank workshop that Mr Soderquist and Ms Miller ran involved 18 middle and high school students. Peter Kulbacki, who attended along with selectboard member Nancy Carter, was pleased with the students' understanding of 'carbon and the problem'. They learned from Mr Kulbacki that each of the roundabouts near the schools contribute to a 15% reduction in carbon emissions by keeping traffic from idling at a stop sign. Students were most excited about the idea of bike sharing run like Zipcar, Advance Transit re-routing, and the question of whether parents could pay for an after school activity bus route.
  - d. We continued to enjoy hearing and learning from committee member Jenna Musco's updates on Dartmouth's sustainability initiatives and trying as best we can to support her and the college's continuously inspiring efforts and projects.

The SHC held its retreat on May 29th to have discussions and set agenda in motion within the target focus areas listed above. Individual members took on responsibility for managing and reporting on SHC initiatives.

Respectfully submitted,  
*David McManus, Chair*

Committee Members: Amanda Charland, Chris Kennedy, Chris Soderquist, David McManus (Chair), Jenna Musco, Julia Griffin (Hanover Town Manager), Lyn Miller, Marjorie Rogalski, Mary Ann Cadwallader (Secretary), Peter Kulbacki (Director, Public Works), Rosalie Kerr, Susan Edwards, and Yolanda Baumgartner.

Waste Reduction Sub-Committee. Susan Edwards, chair. Joyce Noll, Theresa Odin, Carolyn Frye

## HANOVER HISTORICAL SOCIETY

The Hanover Historical Society was founded in 1961, as the town celebrated its two-hundredth anniversary. This non-profit organization works to document Hanover's past, by collecting local historical and biographical materials and publishing occasional papers, and to preserve the physical remnants of Hanover's heritage, by helping with the maintenance of tombstones in the oldest cemeteries and operating the Webster Cottage Museum.

The Society's document collection is kept at Rauner Special Collections Library at Dartmouth, and a guide to the holdings is available.

The Society holds regular meetings and programs. Membership fees are nominal. For more information, contact the Society at P.O. Box 142, Hanover, NH 03755.



## WEBSTER COTTAGE MUSEUM

Webster Cottage is a small farmhouse that was built in 1780. Its first inhabitants were the Reverend Sylvanus Ripley and his wife, Abigail, who was the daughter of Eleazar Wheelock, the founder of Dartmouth College.



Over its long existence the cottage housed a number of different families. At times rooms were rented to students studying at Dartmouth College. The house takes its name from one of its most famous residents, Daniel Webster, a member of the Dartmouth Class of 1801 who lived there for a time during his undergraduate years.

Webster Cottage is furnished with antiques dating to the 18th and 19th centuries. A front parlor displays a desk belonging to Daniel Webster and a number of other items relating to his career as a lawyer and statesman.

Other rooms highlight different eras in Hanover's history and several former residents including Henry Fowle Durant, who founded Wellesley College, and Alice Van Leer Carrick Skinner, who published several books recounting her life as a collector of antiques.

Webster Cottage Museum opens to visitors each spring, typically around Memorial Day. Visiting hours, which are held on Wednesdays and Saturdays from 2:30 until 4:30 PM, continue through the warmer months until mid-October.

The cottage is located at 32 North Main Street in Hanover, on the campus of Dartmouth College. Admission is free. Visitors may obtain a card from the museum docent which will allow them to park on Choate Road.

Check out the video titled "Living History of Hanover - 1985" on the Historical Society's website at: [www.hanovernh.org/Pages/HanoverNH\\_Bcomm/historical/index](http://www.hanovernh.org/Pages/HanoverNH_Bcomm/historical/index)



# HANOVER CONSERVANCY

*Protecting land & water in our community*

## **Board of Directors**

**Nancy Collier**  
*President*

**Kristine McDevitt**  
*Vice President*

**Jeffrey Harris**  
*Treasurer*

**Gail McPeck**  
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**Stan Colla**

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**Joanna Whitcomb**

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**Emeritus**  
Edwin Chamberlain  
James F. Hornig  
Robert Norman

**Adair D. Mulligan**  
*Executive Director*

16 Buck Road  
Hanover, NH 03755  
(603) 643-3433  
info@hanoverconservancy.org  
**Hanoverconservancy.org**

Dear Residents of Hanover,

The Hanover Conservancy has had another productive year – our 52nd! – protecting land and water in our community. The oldest local land trust in New Hampshire, the Conservancy is a private, non-profit membership organization. In addition to land protection, we maintain active programs in community engagement, land stewardship, and advocacy for conservation-oriented public policy.

While we are independent and receive no taxpayer dollars, we work in close partnership with the Town and the Conservation Commission, bringing private dollars to help protect special places such as Balch Hill and Rinker-Steele Natural Area.

In 2013, we protected 92 acres of forest habitat on the northwest slope of Moose Mountain, a gift of Michael and Elizabeth Mayor and John Niles. Such lands confer resilience to the effects of climate change by offering high elevation refuge with room for wildlife to roam, along with protecting forested headwater streams necessary in flood security for developed areas downstream.

Through our ever-popular, free outdoor trips and indoor programs, over 340 people experienced Hanover's wonderfully rich natural environments. Trips ranged from a snowshoe trek into the Tunis Brook area to search for wildlife, a visit to vernal pools at the Greensboro Ridge Natural Area, a geology tour of the Town's South Esker, to a visit to historic sites on the Trescott Company lands.

Our corps of dedicated Conservancy land stewardship volunteers cares for our trails and natural areas. This year we undertook a major effort to reclaim the historic agricultural landscape of Balch Hill, opening up views of Vermont and Mt. Ascutney while improving wildlife habitat. Volunteers replaced a log bridge at our Mink Brook Nature Preserve and monitored 2000 newly planted native trees and shrubs there. Trail improvements also continue at Greensboro Ridge.

At the Hanover Town Library in Etna, we planted a new lilac hedge in memory of conservationists Nan and Allen King, and continued to help care for the King Bird Sanctuary high on the hill of Hayes Farm Park.

As a conservation advocacy organization focused on Hanover, we are following the Planning Board's neighborhood zoning discussions with great interest. We welcome new members to join the 400 households already supporting the Conservancy's efforts to protect the quality of life we enjoy here in Hanover. Sign up for our monthly e-newsletters by visiting us on the web at: [www.hanoverconservancy.org](http://www.hanoverconservancy.org)

*Adair D. Mulligan*  
*Executive Director*

*Nancy C. Collier*  
*President*



## UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION

The Commission has been providing professional planning assistance to municipal boards since 1963 when it was the Upper Valley Development Council. The Commission is one of nine regional planning commissions (RPCs) in New Hampshire created to coordinate all aspects of planning, act as a liaison between local and state/federal agencies and provide advisory technical assistance on land use issues and development. We serve 27 communities from Piermont to Charlestown along the Connecticut River and from Wilmot to Washington to the east.

Revenue for the Commission was \$1,148,364 for FY13. About 16% of last year's revenue was received through local contracts with municipalities over and above dues, demonstrating the need and value of services. Currently, 93% of the municipalities within the region are members of the Commission. About 25% of Commission revenue came from the Unified Planning Work Program utilizing Federal Highway Administration funding through the NH Department of Transportation. Other state and federal funding sources include USDA Rural Development, EPA funding distributed through NH Department of Environmental Services and FEMA through the NH Department of Safety - Homeland Security and Emergency Management. Less than 1% of the Commission revenue was received from state resources through the NH Office of Energy and Planning.

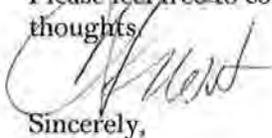
Local dues from municipalities support just under 9% of the budget. In FY13, member communities and counties provided membership dues that allowed the Commission to leverage approximately \$632,751 in federal funding to assist municipalities within the region.

The Commission consists of representatives appointed by the leadership of each member municipality or county. Each municipality that is a member of the Commission is entitled to two representatives to the Commission. Municipalities with a population of over 10,000 but less than 25,000 are entitled to have three representatives on the Commission. Counties are entitled to two representatives as well. ***The Town of Hanover is currently represented by, Katherine Connolly, Joanna Whitcomb, and Jonathan Edwards.***

In FY13 the Town of Hanover received 37.25 hours of technical assistance service as a member. Membership dues for the Town of Hanover in FY13 were \$14,063.74.

The Commission was engaged in over 46 projects within the region this year and has increased its capacity to serve the communities of the region. Please visit our website [www.uvlsrc.org](http://www.uvlsrc.org) to view project currently underway and those recently completed.

Please feel free to contact us at (603) 448-1680 or email me at [cfrost@uvlsrc.org](mailto:cfrost@uvlsrc.org) to share your thoughts.



Sincerely,

Christine Frost  
Executive Director



Upper Valley Lake Sunapee  
Regional Planning Commission

## ANNUAL REPORT 2013 FOR THE HOUSEHOLD HAZARDOUS WASTE COMMITTEES

The Upper Valley Lake Sunapee Regional Planning Commission established a website to represent both the Upper Valley Household Hazardous Waste Committee and the Greater Sullivan County Household Hazardous Waste Committee. This regional website ([hhw.uvlsrpc.org/](http://hhw.uvlsrpc.org/)) provides educational outreach, nontoxic alternatives to typical toxic products, and the schedule for upcoming household hazardous waste and unwanted medicines collections. Municipalities are encouraged to provide a link to this web site from their own municipal web site. Contact Victoria Davis at 448-1680 for more information.

**Educational Events:** The Household Hazardous Waste Committee's Home Show booth in March 2013 featured information on avoiding the purchase toxic products. Committee members also helped citizens make nontoxic cleaners at the Love Your Lake Day in Sunapee, Unity Old Home Day, and the Lebanon Farmer's Market.

**Household Hazardous Waste Collection Support:** Both committees provided volunteer support at the collections keeping waiting times short and residents informed: May 18 and September 21 at the Lebanon Landfill, June 15 in Newport and August 17 in Newbury. We also held our first "satellite" collection for the Town of Piermont in September. Over 700 households attended all collections at a cost of \$45 per household.

**Unwanted Medicine Collections:** Dartmouth-Hitchcock Medical Center Pharmacy partnered with the Committees and UVLSRPC to provide unwanted medicine collection at the Lebanon collections.



## 2014 Hazardous Waste & Unwanted Medicine Collection

The Upper Valley Lake Sunapee Regional Planning Commission, and host towns will provide **FREE** household hazardous waste collections for residents of participating towns (see reverse side).

If you are a household NOT from a participating town, you are welcome to come, but you must pay a fee of \$50 for 10 gallons depending on type and quantity of materials (\$15 for one gallon of medicine including containers).

### Time:

**9:00 a.m. – noon**

*Ask to swap your mercury thermometer for a digital at any collection*

### Dates & Locations:

**Saturday, May 17, 2014**

*Lebanon Solid Waste Facility,  
370 Plainfield Road  
(Rt 12A south of Home Depot)*

**Saturday, June 21, 2014**

*New London Highway Garage  
184 South Pleasant*

**Saturday, August 16, 2014**

*Washington Highway Garage  
961 South Main Street*

**Saturday, September 20, 2014**

*Lebanon Solid Waste Facility,  
370 Plainfield Road  
(Rt 12A south of Home Depot)*



### At All Collections!

**Unwanted Medicines** will be accepted at the Hazardous Waste Collections from residents as shown on the reverse side of this sheet.



Bring your unwanted prescription and over-the-counter medications (including veterinary medicine) as follows:

- Medicines in their original containers
- Leave labels on medicine
- Black out patient's name only
- Do NOT bring sharps or needles (EpiPens OK)

**DO NOT FLUSH OR POUR MEDICINE DOWN THE DRAIN!** It goes into our drinking water! If there are no collections, it is better to put unwanted medicine with your trash.

See [www.nh.gov/medsafety](http://www.nh.gov/medsafety) for great information.

*Thanks to Dartmouth-Hitchcock Pharmacy for making this collection possible.*

### For information, call:

**UVLSRPC at (603) 448-1680  
Monday – Thursday, 8:30 - 4:00**

### Businesses & Institutions:

Small businesses, schools, churches...must register at least two weeks in advance of the collection and pay disposal costs or make arrangements with sponsoring town. Call Vickie Davis at the Regional Planning Commission at (603) 448-1680.

**CHECK OUT OUR WEB SITE... <http://hww.uvlsrpc.org>**

The website provides HHW collection schedules including links for all collections in New Hampshire and Vermont, information on what to do with common household wastes, recipes for alternative cleaning products, and more information on Committee activities. Volunteers always wanted!

## Participating Towns in 2014

Cornish  
Enfield  
Goshen  
Hanover  
Lebanon  
Lempster

Lyme  
New London  
Newbury  
Newport  
Orford  
Piermont

Plainfield  
Springfield  
Sunapee  
Unity  
Washington  
Wilmot

Residents from Non-Participating Towns are welcome to participate, but they must pay a fee of \$50 per 10 gallons or more dependent on type and quantity of materials.; and a fee of \$15 per gallon for unwanted medicines including containers.

### WHAT TO BRING:

Look on the product labels for words like "caution," "warning," "danger," "poisonous," or "keep away from children or pets." Examples of hazardous products to bring to a collection are as follows:

- Button batteries
- Rechargeable batteries
- Ni-cad batteries
- Smoke Detectors with radioactive symbol
- Oil-based paint (not latex)
- Solvents
- Varnishes
- Stains
- Paint removers
- Household cleaners
- Polishes
- Photo chemicals
- Hobby chemicals
- Pool chemicals
- Pesticides & herbicides
- Flea powder
- Antifreeze
- Dirty gasoline
- Adhesives
- Driveway sealer
- Mercury-containing devices such as thermostats and thermometers
- Kerosene
- And much more...



### WHAT NOT TO BRING AND WHAT TO DO WITH IT:

- **Alkaline batteries** for flashlights and other household items are not considered hazardous and can be thrown in the trash. This includes most non-rechargeable batteries such as AA, AAA, C, D, and 9-volt batteries. If in doubt, just bring them to the collection.
- **Ammunition and explosives, fire extinguishers** - Contact your local police or fire departments.
- **Asbestos** must be handled by a specialist. Contact NH DES at 271-1370 for disposal info. Ask if there's a hauler working in your area who might take your asbestos.
- **Automotive batteries** can be exchanged, given, or sold to local garages and auto parts stores.
- **Empty aerosol cans** can be recycled with scrap metal. Talk to your town first.
- **Fluorescent lights** may be taken at your town facility. Check with your town. Food Co-ops in the Upper Valley and Home Depot take CFLs (spiral bulbs), but not the tubes.
- **Latex paint** is not considered hazardous. Use kitty litter, sawdust, or shredded paper to dry out latex paint and then throw in your trash. Empty, dry metal cans may be recycled as scrap metal at your recycling facility. If it says clean up with soap and water, it's probably latex.
- **Medical sharps** must be placed inside a rigid, puncture-resistant container such as a detergent bottle with cap, seal cap with duct tape, and label container with marker, "Sharps, not for recycling." Dispose of with regular trash by handing to a waste collector. EpiPens may be brought to unwanted medicine collections. See [www.nh.gov/medsafety](http://www.nh.gov/medsafety).
- **Propane or helium tanks** can be exchanged or refilled at a distributor; or contact town transfer station. Helium is a precious gas and should be returned to the party store if any gas is left.
- **Spray insulation tanks** should be returned to retailer if possible as they cost several hundred dollars each for disposal if still containing any chemicals.
- **Used motor oil** is collected at many town facilities or local garages on a regular basis.



UPPER VALLEY LAKE SUNAPEE  
REGIONAL PLANNING COMMISSION





MVHI is a nonprofit public health organization serving the Upper Valley towns of Canaan, Dorchester, Enfield, Grafton, Grantham, Hanover, Lebanon, Lyme, Orange, Orford, Piermont, and Plainfield. Our goal is to protect and promote the health of our community.

MVHI hosts a number of public health and substance abuse prevention programs and works with partner organizations to promote a broad range of public health efforts. In 2013, MVHI began to formally serve as the administrative home for the Upper Valley Public Health Advisory Council, a regional collaborative working to leverage the diverse capabilities of our communities, health and human services providers, schools, and businesses to improve our regional response to public health needs. We have established an Executive Team to lead the Advisory Council, have established a framework for understanding the priority needs of the region, and will complete the year by reaching out to a broad group of entities and individuals who we hope will join the Advisory Council.

During 2013, our programs reached numerous people who live, work, and attend school in Hanover:

- Immunizations -- MVHI provided information for parents about free flu vaccines clinics. We hosted three flu vaccine clinics in the region that provided over 600 free flu vaccines to residents aged 10 and older. We provided administrative support to school-based flu vaccine clinics in partnership with the Upper Valley Public Health Network.
- Coordination: MVHI staff represented region wide public health issues at various regional and state level committees and workgroups, including the Upper Valley All Health Hazards Regional Coordinating Committee, the HEAL Partnership, and NH Department of Health and Human Services regionalization efforts.

MVHI greatly appreciates the support we receive from Hanover and will continue to work hard to meet your needs in 2014. For more information about our service, please go to our website at: [www.mvhi.org](http://www.mvhi.org).

Respectfully submitted,  
*Alice Ely, Executive Director*

**VISITING NURSE & HOSPICE OF VT AND NH**  
*Home Health, Hospice and Maternal Child Health Services in Hanover, NH*

The Visiting Nurse & Hospice of Vermont and New Hampshire (VNAVNH) is a compassionate, non-profit healthcare organization committed to providing the highest quality home health and hospice services to individuals and their families. VNAVNH provides care for people of all ages and at all stages in life, and delivers care to all, regardless of ability to pay.

VNAVNH services reduce costs associated with town programs for emergency response and elder care. With quality care provided at home, there is less need for costly hospital and emergency room trips. And with VNAVNH support, residents can age in place rather than relocating to a state or local nursing home.

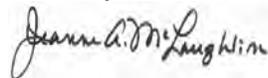
Between July 1, 2012 and June 30, 2013, VNAVNH made 3,502 homecare visits to 142 Hanover residents. This included approximately \$114,661 in unreimbursed care to Hanover residents.

- **Home Health Care:** 2,071 home visits to 105 residents with short-term medical or physical needs.
- **Long-Term Care:** 40 home visits to 3 residents with chronic medical problems who need extended care in the home to avoid admission to a nursing home.
- **Hospice Services:** 1,356 home visits to 23 residents who were in the final stages of their lives.
- **Maternal and Child Health Services:** 35 home visits to 11 residents for well baby, preventative and palliative medical care.

Additionally, residents made visits to VNAVNH wellness clinics at local senior and community centers throughout the year, receiving low- and no-cost services including blood pressure screenings, foot care, cholesterol testing, and flu shots.

Hanover's annual appropriation to the VNAVNH helps to ensure that all have access to quality care when and where it is needed most. On behalf of the people we serve, we thank you for your continued support.

Sincerely,



*Jeanne McLaughlin, President & CEO (1-888-300-8853)*

**FINAL**

**2013 TOWN MEETING  
TOWN OF HANOVER  
Tuesday, May 14, 2013  
Hanover High School Gymnasium**

The annual Town Meeting of Hanover, New Hampshire convened on May 14, 2013 at 7 a.m. by the Town Moderator, Marilyn (Willy) Black, at the Hanover High Gymnasium. Moderator Black explained that the polls would be open from 7 a.m. until 7 p.m. for the purpose of voting for candidates for Town Offices and for all other articles requiring vote by official ballot as set forth in Articles One through Six of the Town Meeting Warrant.

**ARTICLE ONE:** To vote (by nonpartisan ballot) for the following Town Officers:

One Selectman to serve for a term of three (3) years;  
Athos Rassias 545

One Library Trustee to serve for a term of three (3) years;  
Elizabeth L. Cornell 336

One Town Clerk to serve for a term of three (3) years;  
Elizabeth (Betsy) McClain 565

One Trustee of Trust Funds to serve for a term of three (3) years.  
Brian C. Doyle 533

**ARTICLE TWO** (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed in Amendment No.1:

The following is on the official ballot:

“Are you in favor of the adoption of Amendment No.1 as proposed by petition for the Hanover Zoning Ordinance as follows?”

Amendment No.1 would amend Section 204.7 by adding Agriculture, Forestry, and Environmental Research and Education as a use allowed by Special Exception in the “RR” zoning district; amend Section 204.8 by adding Agriculture, Forestry, and Environmental Research and Education as a use allowed by Special Exception in the “F” zoning district; and amend Section 902 by adding a definition of Agriculture, Forestry, and Environmental Research and Education.

*At a public hearing held on March 12, 2013, the Hanover Planning Board voted to recommend that Town Meeting **adopt** this zoning amendment.*

**RESULTS:                    YES    529    NO    77            ARTICLE PASSED**

**FINAL**

**ARTICLE THREE** (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance in Amendment No.2:

The following is on the official ballot:

“Are you in favor of the adoption of Amendment No.2 as proposed by petition for the Hanover Zoning Ordinance as follows?”

Amendment No.2 would amend Section 902 Definition of Essential Service to include “private institutional utilities” in the definition and limit the inclusion of buildings in the definition to “municipal” buildings.

*At a public hearing held on March 12, 2013, the Hanover Planning Board voted to recommend that Town Meeting **adopt** this zoning amendment.*

**RESULTS:                    YES    523                    NO    75                    ARTICLE PASSED**

**ARTICLE FOUR** (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed in Amendment No.3:

The following is on the official ballot:

“Are you in favor of the adoption of Amendment No.3 as proposed by petition for the Hanover Zoning Ordinance as follows?”

Amendment No.3 would delete Section 317.2(E); add a new Section 330 Athletic Scoreboards which specifies information that may be displayed on such a structure; modify Section 317.1(E) to allow animation on athletic scoreboards subject to certain restrictions and as permitted as a Special Exception and amend the definition of sign in Section 902 to make clear that athletic scoreboards are not signs.

*At a public hearing held on March 12, 2013, the Hanover Planning Board voted to recommend that Town Meeting **adopt** this zoning amendment.*

**RESULTS:                    YES    495                    NO    117                    ARTICLE PASSED**

**ARTICLE FIVE** (to vote by ballot): To see if the Town will vote to amend the existing Hanover Zoning Ordinance as proposed in Amendment No.4:

The following is on the official ballot:

“Are you in favor of the adoption of Amendment No.4 as proposed by petition for the Hanover Zoning Ordinance as follows?”

Amendment No.4 would amend Section 210.1. C by replacing “domestic animals” with “non-household or farm animals”, and modifying that section to allow these animals to be kept on a lot of any size in the “F” district, but only on lots of at least three acres in the “RR” district, except in the case of poultry which can be kept on a lot in the “RR” district less than 3 acres in size only by Special Exception.

**FINAL**

*At a public hearing held on March 12, 2013, the Hanover Planning Board voted to recommend that Town Meeting **not adopt** this zoning amendment.*

**RESULTS:                    YES    124    NO    481                    ARTICLE FAILED**

**BUSINESS MEETING**

Moderator Black called the meeting to order at 7:00 p.m. and announced that the Hanover High School Band and the Hanover Fire Department Honor Guard would start the meeting. Moderator Black thanked the band for their performance and the Honor Guard for presenting the flags.

Moderator Black introduced the Town Staff including Julia Griffin, Town Manager; Peter Kulbacki, Public Works Director; Roger Bradley, Fire Chief; Mary White, Howe Library Director; Hank Tenney, Parks & Recreation Director; Corey Stevens, IT Director; Betsy McClain, Administrative Services/Finance Director; Frank Moran, Detective Captain; and Michael Evans, Lieutenant. Moderator Black and the audience thanked the Department Heads and Town staff.

**ARTICLE SIX:** To choose the following Town Officers to be elected by a majority vote:

**Selectman Buckey MOVED to Nominate the Following Persons for the Following offices:**

One member of the Advisory Board of Assessors for a term of three (3) years;  
Jay Pierson

One member of the Pine Park Commissioner for a term of three (3) years:  
Linda Fowler

Two Fence Viewers, each for a term of one (1) year;  
Robert Grabill and William Garrity

Two Surveyors of Wood and Timber, each for a term of one (1) year;  
John Richardson and Ed Chamberlain

Such other officers as the Town may judge necessary for managing its affairs.

**The Motion was SECONDED from the Floor. The Motion PASSED and the Nominees were ELECTED.**

**ARTICLE SEVEN:** To receive reports from the Selectmen, Town Clerk, Treasurer, Collector of Taxes and other Town Officers and to vote on any motion relating to these reports and to receive any special resolutions that may be appropriate and to vote thereon.

## FINAL

**Selectman Buckey MOVED that the reports from the Selectmen, Town Clerk, Treasurer, Collector of Taxes and other Town Officers as printed in the 2012 Town Report be accepted, as well as any Special Resolutions. The Motion was SECONDED from the Floor.**

Selectman Buckey asked Hank Tenney, Parks & Recreation Director, to make his presentation for the Volunteer of the Year.

Mr. Tenney stated that it was a real pleasure to present the Hanover Parks & Recreation Volunteer of the Year award. He asked Amy Vienna from the Parks & Recreation Board to present the award to this year's recipient.

Ms. Vienna made the following presentation to Jeff Graham:

"This year's recipient started volunteering when he was in middle school and hasn't stopped yet. His mother, Jane Graham shared that when he outgrew the Hanover Recreation Summer day camp as a camper, he decided he would offer his time as a "volunteer" counselor.

As a lifelong resident of the Upper Valley he has given time to numerous groups and organizations. Like most, the motivation for his more recent volunteer efforts has been rooted in his son Casey's interests. But for many years before this, it was his strong desire to help youth of the upper valley to have similar positive experiences as his own growing up in this great community. His father, John Graham, also a dedicated volunteer in youth organizations in Hanover many years ago was his earliest mentor.

Every year since 1999 Jeff can be found at the Hanover Center Church fair volunteering doing everything from cleaning up after the oxen pulls to helping run concession.

He spent a year as a parent volunteer for the Hampshire Cooperative Preschool assisting with clean-up events, and various classroom activities and as an avid hockey fan Jeff was not afraid to venture to our rival neighbors to be the volunteer head coach of the Lebanon High School girl's hockey team before it became a varsity sport. He also assisted the girl's hockey team in volunteering for the Winter Special Olympics for 4 years. He has served as a Board Member for the Hanover Hockey Association. In that role he has worked as the fundraising chair, on planning and programming, coach coordinator, recruiting, training, managing, coordinating the Learn to Play clinics, and has coached on and off the ice since 1984 (even in the old Davis Rink).

Most recently he has been having fun as a volunteer coach for Hanover's Cal Ripkin baseball. Starting in 2007 he joined the Recreation Board where he stepped right in volunteering at special events like the Turkey Trot, Pond Party and 4th of July.

When Hank Tenney asked for someone to join him as co-chair of the Annual Muster Day Event Jeff took the lead. He has served as the MC for the Muster Day ceremonies for the past 5 years. In 2009 he became the Recreation Chair providing leadership on developing new policies and taking on new events such as the 250<sup>th</sup> Commemoration.

## FINAL

His role on the Board has offered leadership in providing volunteers for several of our programs and special events. It is with great pleasure that I present this award to Jeff Graham for his years of dedication to this community.”

Ms. Vienna presented Mr. Graham with the award which read: *Hanover New Hampshire Volunteer Service Award, the Hanover Parks & Recreation Board's Annual Volunteer Service Award is presented to that individual who contributes their time above and beyond ordinary service to the citizens of Hanover ~ Jeff Graham.*

Mr. Graham stated that Mr. Tenney is good about sending out e-mails with the information about what he is supposed to read in front of Town Meeting but when he didn't see one around 5:30 he started to get suspicious. Mr. Graham stated that it's a joy to volunteer and there are times when he wishes that they had many more people to help but it's a wonderful thing. Mr. Graham thanked everyone for the award.

Moderator Black introduced Patricia Higgins, the newest elected State Representative. Representative Higgins stated that she wanted to introduce herself to the residents that are present. She is the most recently elected Representative serving Hanover and Lyme residents. She serves on the Public Works and Highways Committee and stated that it is the best committee there. She stated that Bernie Benn, Beatrice Pastor and Sharon Nordgren are the other three Representatives for Hanover and Lyme. She stated that she hopes that residents will contact them with any thoughts and concerns about State government. Representative Higgins also pointed out that State Senator David Pierce was present and in the audience.

Moderator Black provided the results of daytime ballot voting: Athos Rassias won the election for the 3 year term for Select Board; Elizabeth (Betsy) McClain won the election for Town Clark; Elizabeth Cornell won the election for Etna Library Trustee; Brian Doyle won the election for a 3 year term for the Trustee of Trust Funds; Article Two passed with a vote of 529 in favor, 77 opposed; Article Three passed with a vote of 523 in favor, 75 opposed; Article Four passed with a vote of 495 in favor, 117 opposed and Article Five failed with a vote of 124 in favor, 482 opposed.

Moderator Black stated that any warrant article presented may be amended by the group of the house but asked residents to raise their pink cards for the vote.

Moderator Black recommended that the Selectmen read the Articles once and asked Town Meeting if they were in agreement. Town Meeting agreed with this approach.

**ARTICLE EIGHT:** To see if the Town will vote to raise and appropriate \$15,203 for deposit into the Land and Capital Improvements Fund, and to authorize funding of this amount by transfer from the Land Use Change Tax Reserve, with no funds being raised by taxation. The amount appropriated is the equivalent of 50% of the total collected in the Land Use Change Tax Reserve in the fiscal year 2011-2012. Funding deposited into the Land and Capital Improvements Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use.

## FINAL

**Vice Chairman Rassias MOVED that the Town vote to raise and appropriate \$15,203 for deposit into the Land and Capital Improvements Fund, and to authorize funding of this amount by transfer from the Land Use Change Tax Reserve, with no funds being raised by taxation. The amount appropriated is the equivalent of 50% of the total collected in the Land Use Change Tax Reserve in the fiscal year 2011-2012. Funding deposited into the Land and Capital Improvements Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use. The Motion was SECONDED from the Floor.**

Moderator Black asked if Town Meeting wished to read through Articles 8 through 13 and vote for them all at once. Each one can be discussed after it is read. Town Meeting agreed to this proposal.

Moderator Black asked for comments and discussion regarding Article 8. There were no comments from the public.

**ARTICLE NINE:** To see if the Town will vote to raise and appropriate \$15,203 for deposit into the Conservation Fund created as authorized by RSA 36-A:5.I, and to authorize funding of this amount by transfer from the Land Use Change Tax Reserve, with no funds being raised by taxation. The amount appropriated is the equivalent of 50% of the total collected in the Land Use Change Tax Reserve in the fiscal year 2011-2012. Funding deposited into the Conservation Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use.

**Vice Chairman Rassias MOVED that the Town vote to raise and appropriate \$15,203 for deposit into the Conservation Fund created as authorized by RSA 36-A:5.I, and to authorize funding of this amount by transfer from the Land Use Change Tax Reserve, with no funds being raised by taxation. The amount appropriated is the equivalent of 50% of the total collected in the Land Use Change Tax Reserve in the fiscal year 2011-2012. Funding deposited into the Conservation Fund derives from 50% of the land use change tax proceeds, paid by property owners when they take land out of current use. The Motion was SECONDED from the Floor.**

David Vincelette stated that he has lived in Hanover for 32 years. He stated that he is concerned about the conservation group because he is facing foreclosure on his home. The Upper Valley Land Trust and conservation groups have called him to ask about purchasing his land and force him off the land next to it. He stated that the Town has already forced him off other land that he owned and removed all of his papers and effects and he noted that there hasn't been a word from any member of the community. He stated that he is not running for anything and he's not running from anything. He stated that he came here (to Hanover) with a golden invitation from a College on a hill after he served 3 years in the military. He stated that he's not sure why he has been treated this way by the Town. He stated that he lives simply and has very little money. He stated that he owes a debt of appreciation to Kate Connolly who helped him with his purchase of a run-down camp near the Tanzi Brook. He stated that he was badly injured in the Army and served his family, God and his country. Mr. Vincelette went on to state that he's a flawed man but that they are all citizens and deserve the rights to citizenship. Mr. Vincelette stated Kate

## FINAL

Connolly and Mike Chase tried to prove that his water was contaminating the brook; the Town tried to put him in prison for a year for violating the zoning ordinance.

Moderator Black asked Mr. Vincelette if he wished to speak to Article Nine.

Mr. Vincelette stated that he's not a public speaker but he's trying to lay out what has been done to him and his family for no good reason that he can think of. He stated that the Town is raising funds; they are taking his property and he didn't see a thank you from the Town. He stated that he hopes they all enjoy his 35 acres with a brook running through it. Mr. Vincelette outlined his complaint that the brook used to be pristine but then the Town took him to court stating that he is polluting the brook. Mr. Vincelette stated that nothing wrong was found. He stated that the pipe in question was his drinking water pipe and noted that there was no septic system in the building. They drank water from the brook and then after the Town placed a \$35,000 lien on the property and took him to court again, where he stated he was found innocent.

Moderator Black asked Mr. Vincelette to speak at the end of Town Meeting or speak to Article Nine. Mr. Vincelette decided to wait and speak again later on at the meeting.

**ARTICLE TEN:** To see if the Town will vote to raise and appropriate \$33,925 for deposit into the Municipal Transportation Improvement Fund, and to authorize funding of this amount by transfer from the Transportation Improvement Fee Reserve, with no funds being raised by taxation. This amount is equivalent to the total Transportation Fee surcharge for each motor vehicle registered in the Town of Hanover (\$5.00 per vehicle) during fiscal year 2011-2012.

**Vice Chairman Rassias MOVED that the Town vote to raise and appropriate \$33,925 for deposit into the Municipal Transportation Improvement Fund, and to authorize funding of this amount by transfer from the Transportation Improvement Fee Reserve, with no funds being raised by taxation. This amount is equivalent to the total Transportation Fee surcharge for each motor vehicle registered in the Town of Hanover (\$5.00 per vehicle) during fiscal year 2011-2012. The Motion was SECONDED from the Floor.**

**ARTICLE ELEVEN:** To see if the Town will vote to raise and appropriate \$21,900 for substantial funding of mid-block pedestrian crossing signage and/or lighting, and to fund this appropriation by authorizing the withdrawal of this sum from the Municipal Transportation Improvement Fund. This will be a non-lapsing appropriation per RSA 32:7, VA and will not lapse until these improvements are complete or June 30, 2018, whichever is sooner.

**Vice Chairman Rassias MOVED that the Town vote to raise and appropriate \$21,900 for substantial funding of mid-block pedestrian crossing signage and/or lighting, and to fund this appropriation by authorizing the withdrawal of this sum from the Municipal Transportation Improvement Fund. This will be a non-lapsing appropriation per RSA 32:7, VA and will not lapse until these improvements are complete or June 30, 2018, whichever is sooner. The Motion was SECONDED from the Floor.**

**FINAL**

**ARTICLE TWELVE:** To see if the Town will vote to raise and appropriate \$875,800 and authorize payment into existing capital reserve funds in the following amounts for the purposes for which such funds were established:

Ambulance Equipment Capital Reserve Fund	\$51,000
Bridge Replacement and Renovation Capital Reserve Fund	\$54,500
Building Maintenance and Improvement Capital Reserve Fund	\$50,000
Dispatch Equipment and Dispatch Center Enhancements Capital Reserve Fund	\$25,000
Fire Department Vehicle and Equipment Capital Reserve Fund	\$56,000
Highway Construction and Maintenance Equipment Capital Reserve Fund	\$270,000
Parking Operations Vehicles & Parking Facility Improvements Capital Reserve Fund	\$65,000
Police Vehicles and Equipment Capital Reserve Fund	\$67,000
Road Construction and Improvements Capital Reserve Fund	\$41,000
Sewer Equipment and Facilities Improvements Capital Reserve Fund	\$130,000
Town Revaluation Capital Reserve Fund	\$10,000
Water Treatment and Distribution Equipment and System Capital Reserve Fund	\$56,300

**Vice Chairman Rassias MOVED Article Twelve; that the Town vote to raise and appropriate \$875,800 and authorize payment into existing capital reserve funds in the following amounts for the purposes for which such funds were established. The Motion was SECONDED from the Floor.**

Mr. Robert Chambers stated that it is his understanding that the Town and Dartmouth College jointly own the water system so he questioned the need to put aside money in the reserve for this and asked if the College would be matching this. Ms. Griffin stated that the Town and the College jointly own the watershed property but the actual water treatment and distribution system is a municipal utility which this reserve fund serves and not the watershed land owned by the Trescott Company.

**FINAL**

**ARTICLE THIRTEEN:** To see if the Town will vote to raise and appropriate \$1,563,003 for the purposes listed below, and to authorize funding these amounts by withdrawal from the listed capital reserve funds in the following amounts:

Ambulance Equipment Capital Reserve Fund ➤ <i>Defibrillators</i>	\$75,000
Bridge Replacement and Renovation Capital Reserve Fund ➤ <i>Hanover Center Rd bridge temporary repairs and additional work on Ruddsboro Rd bridge repair 300' west of Chandler Rd</i>	\$37,200
Building Maintenance and Improvement Capital Reserve Fund ➤ <i>Town Hall doorway and elevator repairs, RW Black Community Center carpet replacement, Police Department replacement of roof and air handling units</i>	\$165,785
Fire Department Vehicle and Equipment Capital Reserve Fund ➤ <i>Replace Engine 03 at the Etna Fire Station and the departmental pick-up truck</i>	\$354,100
Highway Construction and Maintenance Equipment Capital Reserve Fund ➤ <i>Replace three Highway maintenance trucks</i>	\$206,150
Parking Vehicles and Facilities Improvements Capital Reserve Fund ➤ <i>Sweeper for the Parking Garage, Parking system meter replacements and technology upgrades</i>	\$340,322
Road Construction and Improvements Capital Reserve Fund ➤ <i>Replace traffic signal at Summer and Park Streets</i>	\$128,800
Sewer Equipment and Facilities Improvements Capital Reserve Fund ➤ <i>Vehicle replacement, mower/bagger, building HVAC and other improvements</i>	\$176,646
Town Revaluation Capital Reserve Fund ➤ <i>Contracted labor for Town-wide property revaluation program</i>	\$10,000
Water Utility Fund Capital Reserve Fund ➤ <i>Dump-truck with trailer</i>	\$69,000

This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until these specified purchases are complete or June 30, 2018, whichever is sooner.

**Vice Chairman Rassias MOVED Article Thirteen; that the Town vote to raise and appropriate \$1,563,003 for the purposes listed below, and to authorize funding these amounts by withdrawal from the listed capital reserve funds in the following amounts. The Motion was SECONDED from the Floor.**

Mr. Robin Carpenter asked about the bridge on Ruddsboro Road and noted that the Town just built a brand new bridge on this same road. Mr. Kulbacki stated that there are 7 bridges on Ruddsboro Road and noted that the Town appropriated money last year but there wasn't enough money to complete the project.

Mr. William Lewis asked for a further breakdown of the \$340,000 for the parking garage and new parking meters.

## FINAL

Ms. Griffin stated that the lion's share of this expense is for the meter upgrades. She noted that the Town is pursuing the replacement of the downtown parking meters with meter heads that can accept credit cards. She noted that this is a growing trend in the parking industry and the Board has not made a decision whether to pursue this but the money would allow for the replacement of these meters. She noted that \$65,000 of this amount is for a dedicated sweeper and vacuum for the garage to extend the life of the protective membrane as recommended by the manufacturer. She stated that the sand and salt during the winter takes its toll on the membrane coating.

Mr. Lewis wanted to confirm that the Town is asking for \$265,000 to replace the parking meters. Ms. Griffin confirmed that this was true. Mr. Lewis asked about the benefit in doing this. Ms. Griffin responded that there are close to 850 parking meters and many of them are over 10 years old; at some point in time the mechanical parts to those units are no longer repairable. They have talked with the Parking and Transportation Board (PTB) about upgrading the technology to have meters that accept credit cards based on requests by many visitors to Hanover. She noted that the Board will explore this further in their May and June meetings and may opt not to buy into this new technology but it is a potential upgrade.

Mr. Dean Madden asked about the process for Town Meeting and if they vote on the articles, whether it will bind the Town as it appears that it is conditional on the outcome of the budget vote. He asked if the budget was amended substantially, whether this would have an impact on Articles Twelve and Thirteen.

Chairman Christie stated that the main budget article is Article Fourteen so voting on these Articles now would commit those funds to the budget. Mr. Madden asked if the budget were substantially modified, would the Town reconsider the funds for the parking meters if the budget were adjusted in other areas.

Ms. Griffin stated that with the respect to the parking meters, they would be paid for through the Parking Fund which is a separate enterprise fund and is fully funded by the money collected through the Parking operation. This would not affect the tax rate or the General Fund.

Mr. Madden asked if the personnel for the Parking Division are paid for out of the General Fund budget. Ms. Griffin stated that they are funded out of the Parking Fund, just as the Water Reclamation Plant, the Fire Fund and the Water Utility is a separate fund. Mr. Madden confirmed with Ms. Griffin that the money from these funds can only be used for these purposes.

Ms. Griffin explained that reducing the appropriation of a capital reserve draw down wouldn't benefit the tax rate or lower the appropriation of the General Fund.

Kari Assmus wanted to clarify that for Article Thirteen, those funds can't be spent on anything besides what that fund allows but this isn't the same for Article Twelve. For example, if an amendment was made later to take \$120,000 out of the main budget article, the Board of Selectmen may decide not to set money aside in the reserve fund. She proposed acting on Article Twelve after the main budget article.

## **FINAL**

Martha Solow stated that there are now enough reasons to reconsider voting for the Articles as a package. This was done as a general agreement at the start of Town Meeting and she asked about the procedure. Moderator Black stated that they would need to ask her to vote for the Articles individually. Ms. Solow asked that Town Meeting separate the Articles for a vote.

Rich Howarth asked whether there was a rule that allows the Moderator to decide whether to vote individually or separately by majority rule. His impression is that any member of the meeting can call for a separate vote on each item. Moderator Black stated that this was true and announced that they would vote for the Articles individually.

Moderator Black asked for a vote on Article Eight.

**Article Eight: The Motion PASSED and Article Eight was ADOPTED.**

**Article Nine: The Motion PASSED and Article Nine was ADOPTED.**

**Article Ten: The Motion PASSED and Article Ten was ADOPTED.**

**Article Eleven: The Motion PASSED and Article Eleven was ADOPTED.**

Kari Assmus asked to delay the vote on Article Twelve until after the main budget article. Ms. Assmus wanted to make sure that the Board of Selectmen had the most flexibility and felt that they should delay the vote on Article Twelve.

Moderator Black stated that the items being considered from the Capital Reserve Fund do not affect the budget. Ms. Assmus stated that the Town may reconsider the amounts going into the Capital Reserve Fund if they needed it to pay for salaries and determine the highest priority if there is a decrease in the overall budget.

Robert Russell asked if it was possible that they could reconsider Article Twelve. Moderator Black stated that it is possible.

**Rich Howarth MOVED to Defer Article Twelve until after the Budget Discussion. Danielle Goodwin SECONDED the Motion.**

Moderator Black asked for further discussion.

Mr. Howarth stated that the purpose is not to vote yes or no on the Article but they may need to amend the main budget and then the payments into the Capital Reserve Funds should be discussed instead of pre-judging how much to put into these funds before agreeing on the budget.

Dean Madden felt that it would make sense to table Articles Twelve and Thirteen.

**Mr. Madden Amended the motion to Table both Articles Twelve and Thirteen until Article Fourteen has been discussed and resolved. Mr. Howarth SECONDED the Amendment.**

## FINAL

Mr. Howarth stated that the intent of the motion is to defer consideration of Warrant Articles Twelve and Thirteen until after the budget Articles are voted on. Moderator Black stated that Town Meeting is going to vote on the amendment to table Articles Twelve and Thirteen.

Elsa Garmeyer asked where the money comes from in Article Twelve. Ms. Griffin stated that there are multiple sources of funds for these multiple reserve funds; Ambulance Equipment Capital Reserve Fund is money that goes into the Ambulance Fund but the General Fund makes a contribution toward the operation of the Ambulance Fund. The Bridge Replacement and Renovation Capital Reserve Fund is funded from the General Fund; the Building Maintenance and Improvement Capital Reserve Fund comes from the General Fund; Dispatch Equipment and Dispatch Center Enhancements Capital Reserve Fund comes from the General Fund; Fire Department Vehicle and Equipment Capital Reserve Fund comes from the Fire Fund. She noted that the Fire District Taxes collected go into that fund. Highway Construction and Maintenance Capital Reserve Fund comes from the General Fund; Parking Operations Vehicles comes from the Parking Fund; Police Vehicles and Equipment comes from the General Fund; Road Construction and Improvements Capital Reserve Fund comes from the General Fund; Sewer Equipment comes from the Water Reclamation Facility Fund; Town Revaluation Capital Reserve Fund is General Fund and Water Treatment and Distribution is from the Water Utility Fund.

Ms. Garmeyer stated that the wording for the Article states “to raise and appropriate” so she asked where they are raising the money from. Ms. Griffin clarified that the Article Fourteen is the Town Budget without including the Capital Reserve contributions. These are taken as separate Warrant Articles.

Ms. Garmeyer asked whether their taxes will be raised if they vote yes on Article Twelve. Ms. Griffin stated that it will because they have to budget for the contributions into the reserve. Ms. Garmeyer asked if the increases would be in next year’s budget. Ms. Griffin stated that this budget is for FY2013-2014 which starts July 1. Ms. Griffin clarified with Ms. Garmeyer that this is not an increase of this year’s budget. The Town makes annual capital contributions to all of the reserve funds and they budget for this year after year. Ms. Griffin stated that they are not budgeting over and above the contribution made this year.

Ms. Garmeyer stated that an option for Town Meeting would be to lower the amount in the main budget that goes to reserve funds. Ms. Griffin confirmed that this is true which is why Article Twelve has been tabled. Ms. Griffin stated that if the budget were reduced by a certain amount, the Board would need to decide what to do about the expenditures but it is unlikely that they would reduce the Capital Reserve Contributions. Ms. Griffin stated that voting for this does commit the Town to that level of contribution.

Tim Pillsbury stated that he heard from the floor that they consider voting on these articles in a different order than the way that it was printed in the Warrant. He didn’t feel that they needed to have an amendment to discuss them in a different order.

Moderator Black stated that there has been a motion and an amendment which can be voted on to move forward. Mr. Howarth withdrew his original motion.

## FINAL

Moderator Black asked for a vote on the Amendment to vote on Article Twelve and Article Thirteen after the discussion and vote of Article Fourteen and then a vote on the original motion.

**The Amendment PASSED to defer the vote on Article Twelve and Article Thirteen after the discussion and vote of Article Fourteen.**

Moderator Black asked for a vote on the Motion to defer the vote on Article Twelve until after the discussion and vote of Article Fourteen.

**The Motion PASSED to defer the vote on Article Twelve until after the discussion and vote of Article Fourteen.**

**ARTICLE FOURTEEN:** To see if the Town will vote to raise and appropriate \$21,586,052 to pay the operating expenses of the Town for the 2013-2014 fiscal year, for the purposes set forth in the Town budget. This sum does not include the funds voted in any of the preceding or succeeding articles.

**Chairman Christie MOVED that the Town vote to raise and appropriate \$21,586,052 to pay the operating expenses of the Town for the 2013-2014 fiscal year, for the purposes set forth in the Town budget. This sum does not include the funds voted in any of the preceding or succeeding articles. The Motion was SECONDED from the Floor.**

Chairman Christie made the following presentation to Town Meeting:

“Town Staff and the Select Board are proud of the budget we present to you this evening.

Creating the town budget each year is as much an art as it is a science. Each year seems to present its own unique challenges and set of hard choices as we try to balance our wants and needs against a reasonable tax rate increase.

At the macro level, this budget season saw the culmination of several longer term trends. To a certain extent we have been able to work around these, but their annual recurrence and cumulative effect may well have signaled a new normal that will have to be reckoned with.

The trends I am referring to include:

- The contraction of general fund fee income;
- The loss of interest income on our cash accounts;
- The extent of State downshifting, and
- The slowing of the rate of growth in our Grand List.

As I talk about each of these keep in mind the magic number or \$84,000, the amount that represents a 1% change in the tax rate.

Let's quantify these trends. General fund fee income:

## FINAL

The general fund has several income line items that have been on the decline, most notably: planning fees and car registration fees. The proposed budget assumes a \$70,000 decline in these combined revenues.

Interest income: The Town invests its cash, by law and common sense, in highly secure assets. In FY 2008 the town earned over \$376,000 on its invested working capital. The proposed budget assumes only \$50,000 in interest income as interest rates continue to hover near zero. Over the years, the budget for interest income has been ratcheted downward, this year by another \$20,000.

State Downshifting: The subject of State Downshifting is one you have heard me talk about many times. As I have discussed in the past, the State of New Hampshire *does* have a broad based tax - it is called the town property tax. Here is how it works. The State, without a formal broad based tax directly at its disposal, struggles to balance its budget. One approach they take is to downshift to the towns. This takes the form of no longer sharing revenue to the extent they did before (think rooms and meals tax) or by sending the town a bill for expenses that previously were supported at the state level (think retirement funding).

This year alone the State downshifted over \$200,000 to the town in the form of increases in the employer portion of the state retirement fund. Over the past four years the state has downshifted nearly \$550,000 which represents \$.27 cents, or 5%, of the proposed \$5.69 blended tax rate.

Growth in the Grand List: Due in part to the recent recession but primarily due to a slowing down in Dartmouth's spending on taxable buildings, this year's increase in the grand list is forecasted at only 10 million dollars - down from a budgeted increase of \$18 million last year and a five year high in FY 2010 when the grand list increased by over \$38 million.

In spite of these negative trends, the Select Board was able to adopt a budget with a 3.8% increase in the General Fund tax levy resulting in a 3.4 % increase in the general fund tax rate. Of this 3.4 %, 1.6% was the result of State downshifting and 1.8 % was due to town decisions. When you include the activity in the Fire Fund, the projected increase in the "Blended" General Fund and Fire District Tax Rate is 2.8%. Of this 2.8%, 1.8% was the result of State downshifting and only 1.0% due to town decisions.

This is a tight budget and meets the Select Board's goal of limiting the increase in the tax rate due to town decisions to the CPI.

It was not easy to get there. Many line items in this budget were level funded, which really means they were reduced in inflation adjusted terms. We were not able to adequately fund our long term paving program, which we shorted by \$40,000 compared to what we needed to be doing. There is also no money in this budget to increase the funding of our capital reserves, which we now realize are not as healthy as we originally thought.

Let me not fail, however, to highlight what this budget *does* fund, as all is far from doom and gloom: we maintain our roads, buildings and equipment well, we have vibrant recreational programs and libraries, we produce superior quality water and return very clean water back to the

## FINAL

Connecticut River and we have first rate police, fire and ambulance services that receive many thank you letters each year.

We have professional, friendly and knowledgeable staff town-wide, who continue to find ways to operate the town as efficiently as possible. There is a lot to be proud of and thankful for.

I know you think (perhaps hope) that I am done but there is one other topic I feel compelled to address. We were sorry and disappointed to lose the support of the Hanover Finance Committee this year which we have enjoyed for as long as I can remember.

But let me take another step back. In December the Board drafted a budgeting guideline document, that while still in Draft form, states the basic principles that have driven our budgeting decisions for the last decade at least.

All of the guidelines may not be achievable in any given year, but they serve as reference points in our deliberations.

These guidelines talk about our desire to *not* kick the can down the road but rather to adequately fund long term liabilities, to do projects right and be willing to pay a bit more now for a higher quality and longer lasting outcome .

The guidelines talk about our belief that carefully selected new initiatives can add significant value to the town, but that we want to adequately fund current programs before adding new ones.

The guidelines also talk about our belief that the town should *not* automatically absorb state downshifting as we believe that would be a race to the bottom and require a serious lessening of town services.

We also try *not* to use reserve funds to manage the tax rate, especially when they offset recurring expenses. Most importantly, we focus on your tax bill when setting our budget guideline.

It is in these last three areas that, this year, we had a fundamental difference in approach than that recommended by the finance committee.

Of the three - setting the actual budget target is the most subtle. The Finance Committee asked the Board to limit this year's growth in spending to last year's tax levy (the amount raised in taxes) multiplied either by the Municipal Price Index (the MPI) or the Consumer Price Index (the CPI), in essence taking one measure of spending and adjusting it with an inflation factor. The difficulty we have with this approach is that neither the MPI nor the CPI is an accurate inflation factor for the town. The MPI specifically does not measure salary and benefit cost increases which are 72 % of our total budget, and the CPI is a measure of an individual's cost index, not a municipality's, as the town does not buy clothes, food, housing, or much of what is in the CPI bucket of goods and services.

## FINAL

Interestingly, I can remember several years ago Betsy McClain and I spent a good bit of time trying to come up with what we called the Hanover Inflation Index, but with the lack of meaningful data it was a lost cause, and we eventually threw in the towel.

Without a good municipal inflation index, it is difficult to use the recommended finance committee approach.

The Board, in contrast, has historically focused on the growth in your tax bill, and has tried to limit that growth to the CPI. The Select Board uses the CPI in this context not because it reflects the inflation in the town's costs (which it does not), but because it reflects the overall inflation in what you purchase. By limiting tax rate increases to the CPI, we are, in essence, managing town spending such that the increase in your tax bill is in line with the increase in all of your other expenses. The goal is to have the cost of town services as a percentage of a tax payer's total expenses remain constant. This approach has been supported by prior finance committees and I believe has been well received by the voters over many years.

Relative to state downshifting, the finance committee has suggested that we absorb all of this year's downshifting. Following that policy would require significantly decreasing town services, which we believe is not desired by the town or in the best interest of the town. As mentioned earlier, total downshifting this year was \$200,000 and has been over half a million dollars since it started, with every reason to believe that there is more to come. We are not talking about tens of thousands, but hundreds of thousands that would have to come out of current spending to meet the finance committee's request.

The other HFC request was for the Board to use the total \$240,000 in available undesignated fund balances to offset this year's budget. While that would feel really good this year, it would make next year's budget almost impossible and we accordingly decided to split the difference and accepted some delayed gratification.

I know that this stuff gets a bit technical, so I guess that my take home message is that the Select Board did seriously consider the suggestions by the finance committee, but just had some fundamental differences in approach.

We invite you to attend the Select Board meeting when we formally review the draft budget guidelines.

As I wrap up, I want to thank Julia and Betsy for the exceptional job they do in preparing the budget, the budget book and guiding us through the budget process and the Department Head's who sometimes have to take it on the chin budget wise, but who do so with good humor and an understanding that this is a team sport, and to all of our wonderful town employees who do a great job day in and day out. And let me not forget to also thank the many volunteers (yes, including the finance committee) who serve on over 50 committees, sub-committees, and commissions in invaluable service to the town."

Moderator Black asked for discussion on Article Fourteen.

## FINAL

Ellis Rollett stated that he had a question about the large increase in revenue (on page 54) from \$60,000 to \$650,000.

Ms. McClain stated that this is due to a gift in the amount of \$625,000 which will be discussed in an upcoming separate Warrant Article and noted that it is a one-time only increase.

Kristi Fenner, Hanover Finance Committee Chair, stated that Chairman Christie went over some of the items of disagreement with the Hanover Finance Committee. Ms. Fenner stated that the majority of the Finance Committee did not support the budget this year on several factors. She stated that the Committee did ask the Board to keep the tax levy at inflation. They felt that there had been too steep an increase in spending. She stated that the Committee's guidelines could have easily been achieved as they were only off by \$125,000. She noted that there is an internal policy when the Undesignated General Fund Balance is over 10%. The Board wanted to return this balance over two years so instead of returning the whole \$240,000 so essentially they only wanted to return half which left \$120,000 on the table.

Ms. Fenner further stated that Chairman Christie mentioned the fee revenue is way off in this budget. She noted that fees on Town services haven't been raised in quite a while so if they had raised fees \$50,000 in this budget, they would have met the Committee's guidance. Ms. Fenner stated that the full statement from the Finance Committee could be found in the Town Report.

John Schiffman stated that he was impressed with the Finance Committee's letter to the Valley News a couple of days ago and simply on the strength of that letter he would be voting against the budget. He wanted to express his support of the Select Board but felt that the letter was compelling and it would be the only time that he's supported the Finance Committee over the Board of Selectmen.

Robert Russell asked whether Chairman Christie had a response to the majority opinion of the Finance Committee. He is in favor of the budget but would like to hear more.

Chairman Christie stated that he tried to highlight this in his address to Town Meeting. He stated that to use a model to set a budget guideline (tax levy) and multiply it by an inflation factor when that inflation factor does not in any way represent the inflation in the costs of the Town, he didn't find this a logical approach to setting a budget target.

Chairman Christie stated that if there was such a cost inflator, then they would have to look at it but neither the MPI nor the CPI represents an inflation factor for a municipality. So to take the tax levy and multiply it by an inflation factor, it does not represent an inflation index for a municipality.

Chairman Christie stated that they also differed when the Finance Committee asked the Town to absorb the full \$200,000 of State downshifting. Chairman Christie stated that if they had absorbed this in this year's budget or the previous years, it would be a race to the bottom. He stated that he can pretty much guarantee that there is going to be more downshifting in the years to come. He stated that the State cannot get their act together for a broad base tax and the costs are pushed down to the municipalities; the towns will have a hard time trying to absorb this.

## FINAL

Chairman Christie stated that if the amounts were \$10,000, \$20,000, they would try to absorb it but it's not, its \$200,000 this year and if they had done this in previous years it would add up to \$550,000.

Chairman Christie stated that the Town has taken the position, with the support of the Finance Committee in prior years that they would not automatically accept and try to absorb all of the State downshifting.

Chairman Christie stated that another issue is how the Town manages the reserve funds. He stated that the Town has a guideline and there are years in which they don't feel that it is in the best interest to follow it. In this budget, there were very few if any one time expenses. If they use reserve funds to support recurring expenses in a budget, those expenses don't stop so if the Town has accepts \$120,000, it may be a manageable amount going into the future but to accept \$240,000 means that going into this budget there is \$240,000 of recurring expenses that haven't been funded in the tax rate. This would result in the Town being the hole going into next year's budget. Chairman Christie stated that the expenses are going to be there next year and the Board felt that the number was too big and they wanted to try to limit it out over periods of time. Otherwise, next year's budget will be absolutely impossible.

Chairman Christie stated that each item at issue was a judgment call and the Board didn't feel that they could follow the Finance Committee's advice.

Heidi Postupack, Finance Committee member, stated that the Hanover Finance Committee has tremendous respect for the work of the Town Administrators and the Select Board. She stated that the conversation seems to be going in the direction of voting either with the Select Board or the Hanover Finance Committee. She noted that they are voting for or against a budget that includes revenues and costs that the Town is about to incur. The fact that there is \$200,000 worth of State downshifting this year does not mean that it's \$200,000 more than last year. She wanted to know what the downshifting was last year because the percentage growth in the downshifting may be small and if it was \$200,000, the growth in that expense line would be zero.

Ms. Postupack stated that the Select Board set guidance on the amount for the General Fund Undesignated Reserve Fund Balance (which is used as a savings account for the Town) which is not to exceed 5% to 10% of the budget. If the fund exceeds 10% the funds are supposed to go back to the taxpayers. She noted that it has been 3 consecutive years that the funds have not been returned to the taxpayers.

Ms. Postupack stated that expenses grew by 7.2% this year for the Town of Hanover's proposed budget which far exceeds the MCI and CPI. The Finance Committee are volunteers that are charged with looking at the numbers and trying to understand them and share them with the Town.

Mr. Chambers asked about the \$200,000 of downshifting and also the increase in the police department budget.

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Ms. Griffin stated that the \$200,000 downshifting from the State are mandatory increases in the employer's contribution to the New Hampshire Retirement System on behalf of each employee. She noted that because of past poor management of the Retirement System, the State now has to recoup on a lot of years of bad investments and funds that were siphoned off to the Special Account which were used to fund additional retirement benefits for State, Municipal and School District employees. Effective July 1, the Town of Hanover has to come up with an extra \$200,000 in retirement contributions on behalf of all of the Town's employees which comes to about a 2.3% tax rate increase. This is a new cost to the Town this year.

Ms. Griffin stated that the increase in the police department budget is due to the acceptance of 3 grants from Homeland Security. There are key padlocks for the police department for increased security, additional portable radios and the Emergency Management Plan overhaul. She noted that the department is not adding any additional staff.

Danielle Goodwin asked if would be possible to take the \$200,000 needed for the parking meters and apply it toward the downshifting costs. Ms. Griffin stated that the parking meter costs would come from the Parking Fund and the Town can't use that fund to pay for a General Fund expense.

Ms. Goodwin asked Moderator Black if she could make a motion to take \$200,000 from the Parking Fund to cover the downshifting costs. Moderator Black stated that this would be illegal under State Law.

Kari Assmus noted that there have been comments about the steep increase in spending in the amount of 7.2%. She was trying to figure out where this came from. She noted that one of the biggest contributors appears to be the expenditures out of the reserve funds. She stated that last year they took out around \$500,000 and this time they are looking at \$1.5 million. She noted that this is money that has already been collected from the taxpayers so it wouldn't increase the taxes this year.

Ms. Assmus stated that the money that they have saved and they are already spending is not part of the core budget. If they took \$1 million out of the proposed reserve funds, they would see the increased spending at 3.1% which is quite a bit closer and reasonable. She stated that when she considered the downshifting that has occurred; she doesn't think that they can make up locally for what is happening at the State level. She felt that it might be helpful to look at what is happening at the core part of the budget and then look at the big picture with the ins and outs of the capital reserve funds.

Ms. Assmus noted that she liked the comment that this isn't about supporting the Finance Committee or the Select Board but more about what the taxpayers think is best. She stated that the Select Board for many years has had a goal of saving 5% to 10% of the budget in the Undesignated Fund Balance so that if there is a big storm such as the one they had a few years ago, there are funds available to fix the roads and get them where they need to be.

Ms. Assmus stated that if the Town decides to put the entire \$240,000 toward next year's budget, the Town can do that. This will save 12 cents per thousand but that means that next year, the

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Select Board will need to start with a tax rate increase of 2.8% so the residents just need to understand that this is part of the package.

Chairman Christie stated that Ms. Assmus' points are exactly right. The Town could take it all this year but this will make next year that much more difficult. The reason they did not use the reserve fund last year was because they were talking about increasing the amount from 10% to 15% particularly in light of recent natural disasters.

Chairman Christie stated that the reason Articles Twelve and Thirteen are separate from Fourteen is because they do try to separate out the capital spending from the on-going operating expenses. The money going into the reserve is the taxable event. The money coming out of the reserve is not a taxable event. Chairman Christie noted that Article Twelve is the money going into the reserve which is the taxable event; Article Thirteen is the money coming out of the reserve which is not a taxable event.

Chairman Christie noted that the reserves are carefully scrutinized; they know every asset in the Town and they try to set the reserve to plan for the replacement of them. The more that they discuss the replacement of equipment, the more they see that they are behind and the Board was not able to fund any additional reserves in this budget. He stated that the 7.2% increase includes the capital spending but that's not the taxable event.

Kristi Fenner wanted to clarify that the Town used \$150,000 out of the General Fund to fund the Etna Library and when they did that the Undesignated Fund Balance was at 12% and this year it's back at 12% again. She stated that they can't automatically assume that if they use the \$240,000, they would be in a dire position from a budget perspective.

John Chamberlain asked what would happen if Article Fourteen does not pass and what happens next. Moderator Black explained that Town Meeting would need to provide a number that the Select Board would need to work with.

Bernie Waugh asked for someone from the Finance Committee to make a motion to amend Article Fourteen.

Darryl Press, Finance Committee member, stated that he has lived in Hanover for 14 years. Mr. Press wanted to state why he was one of the 5 that voted not to support this budget and noted that it is not a criticism of the Select Board. He stated that the more he works with the Select Board, the more impressed he is with the Town leadership.

Mr. Press stated that his reason for voting against this is different than the issues that have been brought up so far. He has been in the discussions regarding MCI and CPI and noted that it is confusing and there is no magic number. His reason for opposing the budget and encouraging taxpayers to vote for a smaller one is more about the trends of the Hanover municipal budget.

Mr. Press stated that the fraction of the Town spending that will come from the municipal levy is about \$11.38 million. He stated that if they go back 10 years and look at the same number from FY2003, the number was \$6.5 million. So in the course of 10 years, the annual difference per

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year is just under \$5 million which is a 75% increase. He stated that there has been a little bit of inflation but it has been a low inflation decade. There has been zero population growth although there has been downshifting. The total amount of downshifting this year is \$500,000 per year.

Mr. Press noted that he didn't see anything outrageous in the budget but the overall trend with a decade of growth at 75% with no population increase seems to be too much. His sense is that the Select Board is doing a great job spending the resources that the Town is giving them but the Town needs to constrain them by giving them spending increases that are more appropriate for the static increases and the slow rate of inflation.

Mr. Press stated that he didn't have a specific motion to decrease the budget but if there were a 2% increase instead of a 3.3% increase in the levy, he would support that. He stated that he would look for opinions from the audience.

### **John Ruth, Hanover Finance Committee member, MOVED to Amend the Budget to Increase the Property Tax Levy to no more than 2%.**

Kari Assmus asked Moderator Black if they needed to have a specific number to be approved. Dean Madden stated that this sounds like it would result in a \$100,000 reduction in the overall appropriation. Mr. Ruth stated that it would be around \$170,000 which would be about the State downshifting amount so the Town would have to level fund from there.

Mr. Madden asked about the whole \$240,000 out of the Undesignated Fund Balance. He stated that he thought that the fund was already above 10% but his understanding is that they would put \$120,000 of additional money into the General Fund.

Chairman Christie clarified that they are not putting money into the Undesignated Fund Balance; the reserve target is to remain between 5% and 10% of the General Fund. When the amount is over 10%, the Town looks at returning this to the taxpayer over several years. This money is the difference between the tax rate and the expenditures. He clarified that they are not putting money into the reserve but they are talking about taking the amount down from 12% to 10%.

William Lewis stated that he is a new resident from Lyme and he used to serve on the Lyme Budget Committee. He stated that it is his understanding that at the end of the year, if they have not spent the money, instead of giving it back to the taxpayers it can go into the reserve fund.

Chairman Christie confirmed that this was true that the money automatically goes into the reserve to be used by the Select Board and the guidance is to keep it at 5% to 10% of the General Fund.

Mr. Ruth stated that the range is 5% to 10% and the \$240,000 would bring it to the top end of the range. The Select Board's own guidance is that they would return that to taxpayers over 2 years and the reason that they want to do this is to return it to the taxpayers that were overtaxed to begin with. Mr. Ruth stated that to keep deferring it, the people who paid too much in prior years

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never get it back and this is another way to kick the can down the road and not give the money back.

Jeff Acker asked about the balance in the reserve fund. Ms. Griffin stated that the balance is \$1.6 million in the Undesignated Fund Balance. She stated that each year when the auditor's look at the books as of June 30<sup>th</sup>, they look at the amount of surplus in the General Fund, then this money is set aside in the Undesignated Fund Balance. As of June 30, 2012, there is \$1.6 million which is roughly 12% of the total General Fund budget. The Board had suggested taking \$120,000 to balance the budget for next year.

Mr. Acker stated that the \$1.6 million is surplus so if they took the whole \$240,000 out this year, Chairman Christie's concern is that there wouldn't be any money to level next year's budget but there would still be \$1.34 million accumulated in the surplus fund. He felt that they could still use another \$200,000 next year without getting to close to 'the danger zone' so he felt that they could take the whole \$240,000 out for this year's budget and still be above the 5% minimum. This also assumes that they don't put anything into the fund this fiscal year which would not be consistent with the prior years.

Ms. Sandra Hoeh stated that she returned to Hanover 11 years ago and she has chaired a Finance Committee in a major city. She stated that she's not sure she could follow all of the numbers that are being thrown around but there are certain basics that communities need to follow and one of them is not funding recurring expenses with one time money. She noted that 72% of the budget is salaries and they can cut the budget but they will also be cutting services. She noted that they can't use the money from the parking meters to pay for expenses. She stated that they are going to continue to see less and less money coming in. She stated that they can cut services; they can lay off people, which she does not recommend, but they can't fund recurring expenses with one-time money. Ms. Hoeh stated that they will regret this and the situation is going to get much worse.

### **Robert Chambers SECONDED the Amendment.**

Mr. Robin Carpenter asked if the dollar figure has been determined so that they can move forward.

Ms. McClain stated that she took the total tax levy and limiting the increase to 2%, the current year tax levy is just over \$11.382 million. The change to 2% amends the total tax levy to \$11,239,000, so from the current levy into a 2% increase gives them \$220,000 which is just enough to cover the incremental State downshifting through the increases in the NH Retirement system. Ms. McClain noted that the reduction would be \$143,000.

Robert Russell stated that he would like to speak against the amendment because he wanted to speak for the original budget. He wanted to be very careful about a number. He noted that someone stated that the Town of Hanover hasn't grown in the last 10 years but that's not true and people present numbers that go unchallenged. Services gradually increase and there is a running cost of living increase of 2% to 3%. He stated that they can't have quality staff and not give them raises.

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Mr. Russell stated that he trusts the people running the Town to care about the level of the staff that they have. Mr. Russell noted that the State is downshifting costs because they don't have the courage to deal with finances properly. There are employee benefit costs/medical costs that are rising and if they don't meet these, they will lose quality staff. Mr. Russell stated that Hanover is not a poor Town and although many are disadvantaged, many are not. He would speak in favor of the original budget and intent.

Ms. Garmeyer asked about the 7.2% cost increase. Ms. Griffin stated that if they look at page 56 in the Town Report, there is a grand total for all funds which shows an increase of 7.2%. This includes the increase in expenditures from all of the reserve funds. The net number, when you strip out the capital reserve fund expenditures is 2.4%. Ms. Garmeyer asked what would be removed to get to the 2.4%. Ms. Griffin stated the items that would be removed are the capital projects funded from capital reserves and other reserve funds.

Chairman Christie stated that Article Fourteen would appropriate \$21,586,052 and the new amendment would reduce the amount by \$143,398 for a total of \$21,442,654.

Moderator Black called for a vote on the amendment to reduce the amount by \$143,398.

**RESULTS:                    YES   55        NO   80        AMENDMENT DEFEATED**

Moderator Black asked for further discussion on Article Fourteen.

Dean Madden stated that he wanted to express his appreciation for the Select Board's work and he doesn't want the discussions to reflect poorly as a lack of appreciation for their efforts. He stated that the discussions about the rate of increase are similar to the discussions regarding the Dresden School District budget a few years ago and at that time the budget was voted down. The School was then forced to do a ground up analysis of all services that are provided.

Mr. Madden asked about the last time that the Select Board zero based the budget and surveyed the Town citizens to ask what level of police, fire and parking services are necessary. Mr. Madden stated that if this hasn't happened, this can lead to incremental increases that add up over time. He stated that this may be a time for the Town to step back and consider significant adjustments up or down. He would like to see a tighter budget target and have the Town drill down into the services provided in this budget. He asked if there have been discussions with citizens about the services provided in the last 5 years. Moderator Black stated it was done in the '90s.

Dean Madden wanted to move to amend Article Fourteen to return the full amount of \$240,000 from the Undesignated Reserve Fund with the request that the Town reevaluate the services that can be adjusted. Moderator Black asked Mr. Madden for the specific wording for his motion.

**Dean Madden MOVED to Amend Article Fourteen to reduce the budget by \$120,000 by returning the full surplus from the Undesignated Reserve Fund. The Motion was SECONDED from the Floor.**

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Ms. Hoeh asked how this is different from what they already voted on. Moderator Black noted that the amount is different.

Dick Nordgren asked for the percentage of this number. Ms. Griffin stated that if Town Meeting agreed with the amendment to use \$120,000 of Undesignated Fund Balance, it would decrease the tax rate by 1.3%.

Moderator Black called the question.

**RESULTS: YES 36 NO 79 AMENDMENT DEFEATED**

Moderator Black went back to the original Article Fourteen as presented.

A member from the audience called the question from the floor.

Moderator Black asked for a vote on Article Fourteen as presented at \$21,586,052.

**RESULTS: YES 93 NO 30 ARTICLE FOURTEEN PASSED.**

**The Motion PASSED and Article Fourteen was ADOPTED as written.**

Moderator Black asked for a vote on Article Twelve.

**An Audience Member MOVED Article Twelve. The Motion was SECONDED from the Floor.**

**The Motion PASSED and Article Twelve was ADOPTED as written.**

Moderator Black asked for a discussion on Article Thirteen.

An audience member called the question. Moderator Black asked for a vote on Article Thirteen.

**The Motion PASSED and Article Thirteen was ADOPTED as written.**

**ARTICLE FIFTEEN:** To see if the Town will vote to authorize the purchase of a .4 acre parcel located at 44 Lebanon Street, Tax Map 34, Lot 82, for the purchase price of \$600,000, and to raise and appropriate that sum for this purpose by an already committed private donation of \$600,000. No funds raised in this article will come from taxation.

**Selectman Geraghty MOVED that the Town vote to authorize the purchase of a .4 acre parcel located at 44 Lebanon Street, Tax Map 34, Lot 82, for the purchase price of \$600,000, and to raise and appropriate that sum for this purpose by an already committed private donation of \$600,000. No funds raised in this article will come from taxation. The Motion was SECONDED from the Floor.**

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Selectman Geraghty stated that this is an opportunity that comes up every 50 to 100 years; the position of this lot against property already owned by the Town opposite the high school will give them an opportunity to seriously consider building a gymnasium which will be up to the community to decide on later. Selectman Geraghty stated that all they are voting on at this time is to accept \$600,000 for the purchase of the property. There will be further discussion in the coming year to decide what to do with the property. Meanwhile, it is a rental unit and the Town will collect the rent on 4 apartments and put the funds toward its future use.

Bob Strauss read the following statement into the record:

“I’m Bob Strauss. I was the founder of the Hanover Affordable Housing Commission, but I am not a member of the Commission at this time. I am speaking as a resident of nearly 21 years.

Our nation is in the midst of a retirement crisis. I didn’t make that line up. That comes from an op-ed piece in the Valley News on March 8<sup>th</sup> of this year. We all know that the baby boomers have started to reach retirement age and will be looking for suitable housing. For personal reasons, I’ve looked closely at the retirement communities in our area to see how much is required to live there. There are seven options in NH Upper Valley only one of which is suitable for a retiree of moderate income. Essentially all require that you use income from the sale of your present home as an entry fee to the retirement community. Your total costs thereafter usually run at least \$60,000 per year and that includes the necessary private costs that are not covered in the monthly fee or a good example is your income tax.

The combination of high unemployment, low savings, decaying pensions, decreased home values, increasing college costs, higher health care costs, and longer lives means that too few people today can accumulate a sufficient retirement nest egg. The median household headed by a person aged 60 to 62 with a 401(k) retirement account has less than one quarter of what is needed to maintain their standard of living in retirement. Overall, only 8% of retirees have the means to maintain their present life style.

Some forty years ago, Hanover saw the need to provide affordable housing for people of retirement age who could not afford ordinary rentals or were handicap. Three buildings of eight units each were constructed under the Federal Section 8 program in the piece of land we call Summer/Park; i.e., that is the land bordered on the north by Summer Street and on the east by Park Street. These units have been fully occupied since they were opened in 1976. To qualify as a resident, income can be no higher than the median for our county which is about \$45,000. The proposed acquisition is located within Summer/Park as is the Black Center.

We have limited space within the Summer/Park triangle. Certainly, all of the privately owned rental properties in the triangle, of which the proposed acquisition is one, should be purchased whenever they are offered at a fair market price. Over the coming years, hopefully, we will be able to acquire the others. So, of course, we want to approve this Article at this time. Thank you.”

Moderator Black asked for further discussion.

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Gordon Spade stated that it seems that the proposed use of this land is for a gymnasium and he asked if there is an estimate of the costs for demolition of the current building and to build a new facility. He stated that he understands that they can get a property for free but depending on what the plans are, if what they are planning down the road is not free, that needs to be made apparent as well.

Ms. Griffin stated that the estimated demolition cost is under \$20,000 although they don't have a plan to demolish it any time soon. The estimated cost to construct the gymnasium that they would like to see built is around \$1.5 million and then the Town will do several things over the next year; they will work with the architect who designed the original community center because this building would be attached to the building through a lot line adjustment; obtain cost estimates; receive feedback from the community as to what they would like to see incorporated in a potential gym; and to figure out how to finance it. She noted that one of the things that they did with the Richard W. Black Community Center was that they raised half of the money beforehand and then asked the Town to consider bonding for the other half. She stated that ultimately it will be up to Town Meeting to decide if this is a project that they should explore funding but they can't explore this if they don't have the property.

Martha Solow asked if there has been a commitment to the gymnasium proposal. Moderator Black stated that there has not been a commitment. Ms. Solow asked if they could do what they want with the funds if they were accepted.

Selectman Geraghty stated that the donor of the \$600,000 donated the money with the anticipation that the Town would pursue building a gymnasium with the name following it. If the Town chooses not to build a gymnasium, the Town would need to see if the donor would require that they pay the money back. The donor is aware that this is not a done deal but there is no legal requirement. The Town could just sell it but to get the process going, they need to own the property and then the community can decide what to do.

Martha Solow stated that there has been misleading discussion about this proposal. She is distressed to hear that the Selectmen believed that it would be appropriate to give the money back. She felt that they need to decide either to follow through on the suggestions or not make suggestions until they have the money in hand and let the Town decide what to do with it.

Mr. Robert Chambers stated that he is a member of the Affordable Housing Commission although he is not speaking on their behalf. He wanted to reinforce Mr. Strauss' comments. This property is located in the area of other senior citizens and a gymnasium might be disruptive to the environment.

Jeff Acker stated that he wanted to make sure that he understood that if they vote to accept the money and buy the property and then they decide not to build a gym, the donor could ask for their money back.

Ms. Griffin stated that the Town asked the donor to purchase the property on behalf of the Town to hold it while they took the time to explore the possibility of adding a gymnasium to the Richard W. Black Center. The donor came back and indicated that they didn't want to purchase

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the property and hold it for the Town but wanted to give the money to the Town with the desire to pursue the construction of a gymnasium. If it is determined in the next year that it is not feasible to build a gymnasium or that the community does not wish to do this, the Town would need to sit back down with the donor to discuss whether they can retain the property with those donated funds.

Mr. Acker asked what would happen if the donor decided that they wanted the money back after the property was purchased. Ms. Griffin stated that they could sell the property or pursue an alternate proposal. Mr. Acker asked if the donor has a legal right to demand their money back if the gym is not approved. Ms. Griffin stated that there is a memo of understanding that the Town would purchase the property to pursue the construction of a gymnasium. If they decide not to go forward, they will sit back down with the donor to discuss possible future uses of the property.

Mr. Acker stated that he originally thought that this was the greatest proposal in the Town and now he feels that it is the worst one ever. The Town is going to commit to buying a property that they then may need to give the money back and he stayed to vote in favor but he's just changed his opinion.

Harold Frost asked if the donor would hold a document giving him or her legal rights based upon what the Town does for reclamation of the donated funds or there would be a deed restriction on the property to elucidate that arrangement. He asked if there will be a letter obligating the Town to either build the gym or return the \$600,000.

Ms. Griffin responded that there is no legal commitment but there is a letter of understanding which simply outlines the Town's desire to utilize the property to construct a gymnasium addition to the Community Center. The Town has an obligation to sit back down with the donor if they decide not to pursue the gymnasium for whatever reason.

Mr. Frost asked what the obligation is. Ms. Griffin stated that the obligation is to pursue the construction of a gymnasium and if for whatever reason they choose not to, they will sit back down with the donor to discuss where they go from there. Ms. Griffin stated that they can't pursue this opportunity if they don't purchase the property.

Mr. Frost stated that they heard a discussion about the desirability to use this for housing for retirees and asked if this was irrelevant because of the commitment to use it for another purpose. Ms. Griffin stated that the donor's agent indicated to her that if there is a higher purpose or better use for the property other than a gym, then the donation would remain in the Town's hands.

Mr. Frost asked who judges what the better purpose is since he would prefer that they make it into a parking lot. Ms. Griffin stated again that the legal obligation is to receive a donation from an individual so that the Town can explore the possibility of constructing a gymnasium on that property.

John Schiffman encouraged the residents to vote in favor for the Article. He stated that the key issue is to preserve this piece of property for the citizens of Hanover.

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Erin Knuuti asked if there are real estate agents involved and if so are they getting a commission on this transaction and will they be involved if the Town has to sell the property. She also asked about the property taxes.

Ms. Griffin stated that there are no brokers as it is for sale by owner and noted that the Town doesn't have to pay taxes on properties that it owns. This would take it off the Grand List and the value of the property is \$482,000.

Moderator Black noted that the Town can collect the rent until something is done on the property.

Danielle Goodwin proposed an amendment to call out the donor since there are potential naming requests and it may be a name that is egregious to the community so that should be considered. She asked if the Town has the donation currently.

Ms. Griffin stated that the donor wants to remain anonymous and she needs to respect that. The name won't remain anonymous forever because of potential naming rights. The Town has received \$25,000 so far for a refundable deposit on the property and the remaining \$575,000 will be received before the end of May if approved by Town Meeting.

**Ms. Goodwin wanted to Amend the Article to include that the Town will commit to using the property for a gymnasium. Martha Solow SECONDED the Motion.**

Martha Solow stated that she seconded the amendment because she is opposed to it and she wanted to have Town Meeting to decide whether they want a gym or whether they want to have freedom to choose whatever they want for any property that the Town acquires.

Ms. Elsa Garmeyer stated that she didn't feel that now is not the time to decide about the gym. This is an extremely valuable piece of property and the Town should own it and they can worry about what they can do with it later. She is against making a decision about the use now.

Moderator Black asked for a vote on the Amendment; that if the Town accepts the \$600,000 that they are doing so to build a gym on the property.

**The Amendment was DEFEATED.**

Moderator Black asked for a vote on Article Fifteen.

Mr. Ruth asked how much rental income is coming from the properties. Ms. Griffin stated that it is around \$4,100/month or approximately \$48,000/year.

**ARTICLE FIFTEEN: Article Fifteen was PASSED as presented.**

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**ARTICLE SIXTEEN:** To see if the Town will vote to raise and appropriate \$25,000 for architectural services to design a gymnasium addition to the Richard W. Black Community and Senior Center for further consideration, and to fund this appropriation by authorizing the withdrawal of this sum from the Land and Capital Improvement Fund. This expenditure is dependent on passage of Article Fifteen. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until this work is complete or June 30, 2018, whichever is sooner.

**Selectman Geraghty MOVED that the Town vote to raise and appropriate \$25,000 for architectural services to design a gymnasium addition to the Richard W. Black Community and Senior Center for further consideration, and to fund this appropriation by authorizing the withdrawal of this sum from the Land and Capital Improvement Fund. This expenditure is dependent on passage of Article Fifteen. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until this work is complete or June 30, 2018, whichever is sooner. The Motion was SECONDED from the Floor.**

Selectman Geraghty noted that this is money that the Town has in the Land and Capital Improvement Fund. This Article would be used to allocate money for a project of which there is still going to be debate in the community so he asked Ms. Griffin to clarify the process.

Ms. Griffin stated that periodically they appropriate funds from the Land and Capital Improvements Fund which is a special reserve fund. In order to advance the planning and community planning about the viability of a gym attached to the Community Center, the Town needs to pay for an architect and engineer to help evaluate the project. She stated that the hope would be to come before next Town Meeting with a concrete proposal for the property. This appropriation does not increase the tax rate.

Martha Solow asked why the people who are proposing this continue to say that the Town wants a gym. Ms. Griffin stated that it's the assessment from Town staff, the Recreation Board and feedback received from a lot of parents. The biggest shortcoming of the Community Center is that they didn't have enough land originally to build a full size gym. Ms. Griffin stated that the Recreation program has had challenges attempting to get enough gym time for their programs.

Ms. Solow asked about the school's position on this. Ms. Griffin stated that the school is excited about the prospect of a new gym. She has had conversations with the Schools indicating that the need to use their gyms will not be eliminated but it will be reduced.

Ms. Solow felt that they were not receiving information but that they have been receiving opinions so she is not in favor.

Mr. Frost spoke in favor of this and noted that since they have approved the purchase of the land, the Town now needs professional services and they need to have the ability to pay for them.

A member from the audience called the question which was seconded from the floor. The majority of Town Meeting voted in favor of calling the question.

Moderator Black asked for a vote on Article Sixteen.

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### **ARTICLE SIXTEEN: Article Sixteen PASSED as presented.**

**ARTICLE SEVENTEEN:** To see if the Town will vote to authorize the Board of Selectmen to accept a gift from Crystal Farr of 21.9 acres of land, Tax Map 1, Lot 15, located on Greensboro Road with the understanding that the Town agrees to the name, David Farr Memorial Field, in honor of David, and the Town agrees to commemorate David with a stone installation to be located prominently on the property identifying the David Farr Memorial Field.

**Selectman Buckey MOVED that the Town vote to authorize the Board of Selectmen to accept a gift from Crystal Farr of 21.9 acres of land, Tax Map 1, Lot 15, located on Greensboro Road with the understanding that the Town agrees to the name, David Farr Memorial Field, in honor of David, and the Town agrees to commemorate David with a stone installation to be located prominently on the property identifying the David Farr Memorial Field. The Motion was SECONDED from the Floor.**

Rich Howarth stated that he would vote yes on this as he appreciates the donation but he asked if there will be any future taxes for facility upgrades such as what has been done behind the Etna Fire Station. He also wanted to know how much money is being spent to maintain the playing field behind the Etna Fire Station.

Ms. Griffin stated that the Etna Library project included the improvements to the parking lot and enhancements to the playing field. The total cost for the field improvements was under \$25,000 and Town crews are performing the labor. Ms. Griffin stated that they don't have a specific plan for David Farr's field as most of it is in the flood plain and is a preserved wetlands area. Ms. Griffin stated that if they were to pursue a playing field, they would look at the area of Highway Shed 2.

David Vincelette stated that he was friends with David Farr and is friends with his wife. He supports it but the highway parking area is where the Town holds the asphalt waste. Mr. Vincelette asked for confirmation on this.

Ms. Griffin stated that they store a number of items at the site including crushed asphalt.

Mr. Vincelette asked how many people know that presently near the Gile Tract there is huge machinery that the Town uses to collect asphalt waste. He noted that the obligation of the Town is to be open and honest with all of the voters and put out the information. He wanted to know how long it was before the Town's people were notified that asphalt waste was being spread on the uphill roads all over Hanover.

Moderator Black stated that the asphalt waste is on Town property and not on the David Farr property.

Mr. Vincelette stated that the brook travels through David Farr's property and there is an intent to make a ball field in an area that has been contaminated with asphalt waste. There is a Junior High School that is contaminated with TCE waste. He stated that it is going to be expensive if

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this is going to be cleaned up for playing fields. Mr. Vincelette wanted to know if the townspeople were aware of where their wastes are going and where they are coming from.

Ms. Griffin reported that the Town takes asphalt products from projects within the Town, some are Town projects, some are private projects and some are Dartmouth projects. They receive the asphalt waste; they crush it and reuse it on their gravel roads. She noted that he has argued his position on this issue before the Superior Court and before the Department of Environmental Services (DES) and in every case what the Town is doing has been deemed to be an appropriate use. Mr. Vincelette stated that this is incorrect.

Moderator Black informed Mr. Vincelette that they are now discussing the motion to receive a donation of land from the Farr family.

Moderator Black asked for a vote on Article 17.

**The motion PASSED and Article Seventeen was ADOPTED as presented.**

**ARTICLE EIGHTEEN:** (By Petition) To see if the Town will raise and appropriate the sum of \$2,500 to support Mascoma Valley Health Initiative services provided for the residents of Hanover.

**Dr. Bill Boyle MOVED that the Town raise and appropriate the sum of \$2,500 to support Mascoma Valley Health Initiative services provided for the residents of Hanover.**

Dr. Boyle stated that last year they discussed the development of a public health advisory council and they are now in the implementation phase; 12 towns have gathered to address public health issues in this region. The 12 towns start in Piermont and go down as far as Plainfield, extend from the river out as far as Dorchester, Grafton and Grantham. They are trying to address common problems and this will help with the implementation of that. There are 9 towns that approved funding for this at \$0.75 per person. This proposal requests a lot less from the Town of Hanover.

**The Motion was SECONDED from the Floor.**

Danielle Goodwin asked what the Mascoma Valley Initiative does for Hanover. Dr. Boyle stated that it's a public health initiative that convenes the 12 towns together to work on emergency responses and other areas of public health interests. Ms. Goodwin asked specifically in Hanover, who has utilized their services.

Ms. Griffin stated that the Mascoma Valley Health Initiative is a non-profit agency made up of a number of health officials and they convene the towns to focus on specific areas of concern. She noted that this summer they will probably look at H9 and H7 issue which is something they need to plan for regionally.

Bob Keane stated that he works in the dental field and they need all of the help that they can get as there are a lot of sick children even if Hanover doesn't directly need these services.

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Tim Pillsbury asked why the Select Board supported this last year but this year they voted against it.

Chairman Christie explained that this request didn't meet the criterion that has been established for social service agencies and this was a tight budget year. He noted that requests of this kind that require regional activity don't currently have a specific place within the budget.

Robin Carpenter asked about the criteria and the specifics for supporting or not supporting this kind of project.

Ms. Griffin stated that the Town has a Social Service Agency Funding policy which can be found on-line. She stated that they set this up a few years ago to try to better steer money toward social service agencies and determine which ones serve Hanover residents. There have been previous conversations at Town Meetings that the Town shouldn't just be making donations to agencies from the General Fund. In response to this concern, the Town developed a policy to determine if there is a correlation between the amount of money being requested and the percentage of the clients being served that are Hanover residents. She stated that because the Mascoma Valley Health Initiative (MVHI) is still in its infancy, it doesn't have direct individuals served in Hanover yet.

Martha Solow felt that the Select Board should be endorsing and promoting this initiative. She recommended that residents support the vote.

**The Motion PASSED and Article Eighteen was ADOPTED as presented.**

**ARTICLE NINETEEN:** To transact any other business that may legally be brought before this Town Meeting.

**Chairman Christie MOVED that the Town vote to transact any other business that may legally be brought before this Town Meeting. The Motion was SECONDED by the Floor.**

Bob Strauss stated that somebody talked about the population changes in Town and noted that it depends on how the students declare their residency. Mr. Strauss also stated that it depends on when the census takers take their readings and the last time they did it in April and May so he suggested that they not get too serious about those figures.

**Elsa Garmeyer MOVED that the Town thank the anonymous donor of the \$600,000 for the opportunity to purchase the property located at 44 Lebanon Street. The Motion was SECONDED from the Floor.**

**The Motion PASSED to thank the donor of the \$600,000 for the purchase of 44 Lebanon Street.**

Mr. Vincelette stated that the first core principal in the Master Plan is to preserve the quality of Hanover's waters. He stated that the Town didn't seem to understand the health issue in putting

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asphalt waste in areas where it goes into the Town's water. He wanted to know if the Town warned riparian owners prior to the use of crushed asphalt with known carcinogens where it ends up in the Mink Brook.

Moderator Black stated that there isn't anyone here to answer his question. Mr. Vincelette wanted an answer from Peter Kulbacki or Julia Griffin. Mr. Vincelette disputed the facts that the case was decided against him. Mr. Vincelette continued to express his concerns over the use of crushed asphalt.

**Mr. Vincelette MOVED to have the Town of Hanover stop using asphalt waste or use funds to clean up Mink Brook for the asphalt waste that has already been deposited into it. Mr. Schiffman SECONDED the Motion.**

Mr. Schiffman stated that he understood Mr. Vincelette's sense of outrage and indignation. He asked whether the Town can address Mr. Vincelette's concern outside of the legal process; whether a citizen of Hanover that has these grievances that may not be able to afford legal counsel can come before some fact finding body to provide a balanced response to some of these accusations. Mr. Schiffman stated that he is troubled because he has seen Hanover change over the decades and is concerned for those who can no longer afford to live here. He wanted to know if Mr. Vincelette's complaints can be dealt with in a non-judicial manner so that there can be a balanced assessment to protect the quality of the community.

Ms. Griffin stated that Mr. Vincelette has already filed suit in Superior Court and he was not successful. The Town had the DES opine as to whether the Town's use of crushed asphalt was done appropriately and they concurred with the Town's utilization.

The question was called from the floor. The majority of Town Meeting voted to call the question.

**The Motion was DEFEATED.**

Mr. Keane stated that he is very excited with the action of the Town and the College to get rid of the telephone poles on Lebanon Street and it is a pure joy to drive down that road.

Moderator Black thanked Town Meeting for their patience and encouraged residents to run for office or serve on a committee or volunteer and thank the staff for the wonderful job they do.

**Town Meeting was adjourned at 10:25 p.m.**

Respectfully Submitted,

Charles Garipay  
Deputy Town Clerk

*Minutes prepared by Elizabeth S. Rathburn.*

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
Report Copy (Flat Fee)	\$10.00	\$15.00	\$15.00	\$15.00
Treatment with Transport - Basic Life Support - (plus mileage)	\$400.00	\$415.00	\$415.00	\$450.00
Treatment with Transport - Advanced Life Support Level 1 - (plus mileage)	\$475.00	\$500.00	\$500.00	\$550.00
Treatment with Transport - Advanced Life Support Level 2 - (plus mileage)	\$675.00	\$700.00	\$700.00	\$770.00
Treatment with Transport - Special Care Transport	\$775.00	\$775.00	\$775.00	\$775.00
Mileage Rate	\$11.00/mile	\$11.00/mile	\$11.00/mile	\$12.00/mile
Treatment/No Transport - Advanced Life Support	\$100.00	\$100.00	\$100.00	\$100.00
Additional Treatment Charges (with or without Advanced Life Support - Transport) - Oxygen Charge	\$45.00	\$50.00	\$50.00	\$50.00
Additional Treatment Charges (with or without Advanced Life Support - Transport) - Defibrillation	\$100.00	\$100.00	\$100.00	\$100.00
Additional Treatment Charges (with or without Advanced Life Support - Transport) - Esophageal Obturator Airway	\$150.00	\$150.00	\$150.00	\$150.00
Additional Treatment Charges (with or without Advanced Life Support - Transport) - Endotracheal Tube Administration	\$150.00	\$150.00	\$150.00	\$150.00
Additional Treatment Charges (with or without Advanced Life Support - Transport) - Cardiac Monitoring	\$100.00	\$100.00	\$100.00	\$100.00
Additional Treatment Charges (with or without Advanced Life Support - Transport) - IV/Drug Administration	\$100.00	\$100.00	\$100.00	\$100.00
Additional Treatment Charges (with or without Advanced Life Support - Transport) - Medications	\$50.00	\$50.00	\$50.00	\$50.00
Emergency Services Paramedic Intercept Charge	\$250.00	\$250.00	\$250.00	\$250.00
Special Event Standby	\$150.00/hour	\$150.00/hour	\$150.00/hour	\$150.00/hour

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
<b>FIRE DEPARTMENT</b>				
Fire Safety Crowd Control	Cost +35%	Cost +35%	Cost +35%	Cost +35%
Annual Monitoring Fee - Master Fire Box	\$300.00	\$300.00	\$300.00	\$300.00
	1st: Free	1st: Free	1st: Free	1st: Free
	2nd: \$100.00	2nd: \$100.00	2nd: \$100.00	2nd: \$100.00
	3rd: \$200.00	3rd: \$200.00	3rd: \$200.00	3rd: \$200.00
False Alarm Charge - Fire Service	4th and beyond: \$300 per response			
Rescheduling of Fire Alarms or Sprinkler Acceptance Test because of contractor/owner not ready for test	\$500.00	\$500.00	\$500.00	\$500.00
Fire Permits: Stand-Alone Gas Installation and/or Replacement	\$55.00	\$55.00	\$55.00	\$55.00
Fire Permits: Additional Appliances (Gas) beyond Original Permit	\$15.00/per appliance	\$15.00/per appliance	\$15.00/per appliance	\$15.00/per appliance
Fire Permits: Stand-Alone Oil Installation and/or Replacement	\$55.00	\$55.00	\$55.00	\$55.00
Fire Permits: Additional Appliances (Oil) beyond Original Permit	\$15.00/per appliance	\$15.00/per appliance	\$15.00/per appliance	\$15.00/per appliance
Re-inspection Fee - Gas or Oil	\$100.00	\$100.00	\$100.00	\$100.00
Projects Requiring Outside Consulting Assistance (where outside consulting services for plan review, testing or inspection are required)	Full cost +10% admin charge			
Fire Extinguisher Training (for 1-10 students)	\$100.00	\$100.00	\$100.00	\$100.00
Fire Extinguisher Training (for 10 or more students)	\$10.00 per student	\$10.00 per student	\$10.00 per student	\$10.00 per student
CPR Training	n/a	\$75.00 per student	\$75.00 per student	\$75.00 per student
Report Copy (Flat Fee)	\$10.00	\$15.00	\$15.00	\$15.00
<b>AMBULANCE DIVISION</b>				
Per Capita - Hanover	\$22.81	\$22.84	\$23.12	\$25.99
Per Capita - Lyme	\$22.81	\$22.84	\$23.12	\$25.99
Per Capita - Norwich	\$22.81	\$22.84	\$23.12	\$25.99
Community Contributions Adjustment to Cover Insurance Contractual Obligations for Ambulance Calls Originating in Community	Pro-Rated Share of Lost Revenues			

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
<b>GENERAL ADMINISTRATION</b>				
Processing Fee for Returned Deposit Item (NSF Checks or Checks Drawn on Closed Accounts)	\$25.00	\$25.00	\$25.00	\$25.00
Late Fee on Unpaid General Service Invoices (billed through the Town's Accounting Office) Overdue Balances	12.00% per annum interest	12.00% per annum interest	12.00% per annum interest	12.00% per annum interest
General Photocopying, including RSA 91-A Right-to-Know Requests single page (8.5" x 11.0"); may include additional Administrative Fee for Research	\$.25/page	\$.25/page	\$.25/page	\$.25/page
General Photocopying, including RSA 91-A Right-to-Know Requests – single page (8.5" x 14.0"); may include additional Administrative Fee for Research	\$.50/page	\$.50/page	\$.50/page	\$.50/page
General Photocopying, including RSA 91-A Right-to-Know Requests – single page (11.0" x 17.0"); may include additional Administrative Fee for Research	\$.75/page	\$.75/page	\$.75/page	\$.75/page
Administrative Fee for Researching, Redacting, and Producing Public Records, including RSA 91-A Right-to-Know Requests	n/a	n/a	\$30.00/hour (minimum 1 hour)	\$30.00/hour (minimum 1 hour)
Copies of Appraisal Card for Property Owner	No charge	No charge	No charge	No charge
Copies of Appraisal Card for Requesters Other than Property Owner	\$1.00	\$1.00	\$1.00	\$1.00
Copies of Warranty Deed	\$1.00/page	\$1.00/page	\$1.00/page	\$1.00/page
Copies of Tax Map	\$2.00	\$2.00	\$2.00	\$2.00
Copies of Tax Bills for Property Owner	No charge	No charge	No charge	No charge
Copies of Tax Bills for Requesters Other than Property Owner	\$1.00	\$1.00	\$1.00	\$1.00
Electronic Files from Town Databases – on diskette or e-mailed (no data filtering a/o manipulation)	\$25.00	\$25.00	\$25.00	\$25.00

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
Public Voter Checklist – in any form (paper, e-mail, etc.)	\$25.00 for first 2,500 names on checklist plus \$.50 per thousand names or portion thereof in excess of 2,500; plus any shipping costs	\$25.00 for first 2,500 names on checklist plus \$.50 per thousand names or portion thereof in excess of 2,500; plus any shipping costs	\$25.00 for first 2,500 names on checklist plus \$.50 per thousand names or portion thereof in excess of 2,500; plus any shipping costs	\$25.00 for first 2,500 names on checklist plus \$.50 per thousand names or portion thereof in excess of 2,500; plus any shipping costs
Customized Reports from Town Databases (e.g., Assessment and Town Clerk Databases)	\$50.00	\$50.00	\$50.00	\$50.00
Mailing Labels from Town Databases	\$.50/page	\$.50/page	\$.50/page	\$.50/page
Hanover Code of Ordinances and Regulations	\$25.00	\$25.00	\$25.00	\$25.00
Hanover Master Plan - 2003	\$25.00	\$25.00	\$25.00	\$25.00
Master Plan Land Use Concept Map	\$3.00	\$3.00	\$3.00	\$3.00
Zoning Ordinance with Map	\$10.00	\$10.00	\$10.00	\$10.00
Zoning Map	\$3.00	\$3.00	\$3.00	\$3.00
Subdivision Regulations	\$4.00	\$4.00	\$4.00	\$4.00
Copies of Recorded Tapes	\$5.00 each	\$5.00 each	\$5.00 each	\$5.00 each
Site Plan Regulations	\$4.00	\$4.00	\$4.00	\$4.00
Building Code Ordinance	\$3.00	\$3.00	\$3.00	\$3.00
Wetlands Permit Filings	\$10.00 plus cost of certified mail postage			
Open Space, Water Resources, and Other One-Sided Color Maps	\$1.00	\$1.00	\$1.00	\$1.00
Trail Maps – Combined Area Trails (effective FY2014; proceeds go to Conservation Fund)	\$4.00	\$4.00	\$4.00	\$4.00
Landlord Agent Filing Fee (per RSA 540:1-b, effective January 1, 2011)	\$15.00	\$15.00	\$15.00	\$15.00
Notary Public Services – per signature – Non-Residents	\$5.00	\$5.00	\$5.00	\$5.00
Notary Public Services – per signature for Hanover Residents (NH ID showing Hanover address must be presented)	No charge	No charge	No charge	No charge

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
<b>HOWE LIBRARY &amp; ETNA TOWN LIBRARY</b>				
Overdue Materials Fine (with exceptions below) – before 2nd Notice	\$ .10/day	\$ .10/day	\$ .10/day	\$ .10/day
Overdue Fine for videos, DVDs, CD-ROMs, art prints and reference books	\$ 1.00/day	\$ 1.00/day	\$ 1.00/day	\$ 1.00/day
Interlibrary Loan Fee – all fee payers per transaction				No charge – included in the non-resident card fee
Museum Pass Non-Pickup Fee	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Museum Pass Overdue Return Fee	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Amazon Kindle & Telescope Overdue Fee	\$ 5.00/day	\$ 5.00/day	\$ 5.00/day	\$ 5.00/day
Non-Resident Family – 12 Month Membership	\$ 1.00/day	\$ 1.00/day	\$ 1.00/day	\$ 1.00/day
Non-Resident Family – 3 Month Membership	\$ 120.00	\$ 120.00	\$ 135.00	\$ 135.00
Non-Resident Senior Citizen – 12 Month Membership (65+)	\$ 50.00	\$ 50.00	\$ 56.00	\$ 56.00
Dresden Student Card; (Dresden Tuition Students – paid for by SAU, not by student)	\$ 80.00	\$ 80.00	\$ 90.00	\$ 90.00
Dresden Employee Card	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
Resident Childcare Providers – A proportion of the Non-Resident Family 12-Month Membership fee of \$135.00 based on percentage of non-resident children whose families do not have Howe Library non-resident memberships; borrowing limits apply	No charge	No charge	No charge	No charge
Non-Resident Childcare Providers; borrowing limits apply	\$ 120.00	\$ 120.00	\$ 120.00	\$ 135.00

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
Vendor Permit (Regular Size) - Daily	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
Vendor Permit (Limited Size) - Daily	\$ 10.00	\$ 10.00	n/a	n/a
Vendor Permit for 9 Months beginning March 1 and ending November 30	\$ 1,200 (minimum bid)	\$ 1,200 (minimum bid)	\$ 1,200.00	\$ 1,200.00
Pole License	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Articles of Agreement (Filing Fee)	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Vital Statistics (e.g., Certified Copy of Birth Certificate)	\$ 15.00 for initial copy; \$ 10.00 for additional copies ordered at same time	\$ 15.00 for initial copy; \$ 10.00 for additional copies ordered at same time	\$ 15.00 for initial copy; \$ 10.00 for additional copies ordered at same time	\$ 15.00 for initial copy; \$ 10.00 for additional copies ordered at same time
Marriage License Fees	\$ 50.00	\$ 45.00	\$ 45.00	\$ 45.00
<b>HIGHWAY</b>				
Driveway Permits	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
Private Construction - Class VI	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Excavation Permits	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
Obstruction Permits	n/a	\$ 25.00	\$ 25.00	\$ 25.00
<b>PUBLIC GROUNDS</b>				
Cemetery Lots - Hanover Residents	\$ 400.00	\$ 400.00	\$ 600.00	\$ 600.00
Cemetery Lots - Non-Residents	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Interment	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Cremation Interment	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Gravestone Disinterment	n/a	n/a	\$ 1,000.00	\$ 1,000.00
Gravestone Foundation	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Project Inspection	\$ 75.00/hr	\$ 75.00/hr	\$ 75.00/hr	\$ 75.00/hr
<b>RECYCLING &amp; SOLID WASTE</b>				
Recycling Bins	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00
Dump Ticket to City of Lebanon Landfill (includes convenience fee levied to partially fund curbside recycling program)	\$ 15.00 for punch-card of 10 punches; disposal of 29 pounds per punch	\$ 15.00 for punch-card of 10 punches; disposal of 29 pounds per punch	\$ 15.00 for punch-card of 10 punches; disposal of 29 pounds per punch	\$ 15.00 for punch-card of 10 punches; disposal of 29 pounds per punch

Note: These tickets are available directly from the City of Lebanon for Hanover residents at \$10 per punch-card; the Town of Hanover charges a \$5.00 convenience fee on top of the cost of the ticket.

<u>Type of Fee</u>	<u>Adopted FY2010-11</u>	<u>Adopted FY2011-12</u>	<u>Adopted FY2012-13</u>	<u>Adopted FY2013-14</u>
<b>PLANNING BOARD</b>				
Consultation with Staff				\$75.00/hr
LCHIP fee* ( <i>Land &amp; Community Heritage Investment Program</i> )				\$25.00
*Mandate by the State to record all Plans or Plan Sets				
*Separate certified check or money order required.				
made payable to "Grafton County Registry of Deeds"				
Legal Notice fee				\$50.00 / PB \$80.00 / ZBA
Notification fee				\$5.00 PLUS USPS Certified Mail rate & Return Receipt fee per name on Notification List
Registry fee				\$25.00 processing fee PLUS charge from Registry of Deeds
<b>Subdivision</b> (payable at time of design review application submission)				
Minor	\$200 base fee plus \$100 per lot, plat, site, or other division of land including units per RSA 672:14, plus actual costs of notifying abutters	\$200 base fee plus \$100 per lot, plat, site, or other division of land including units per RSA 672:14, plus actual costs of notifying abutters	\$200 base fee plus \$100 per lot, plat, site, or other division of land including units per RSA 672:14, plus actual costs of notifying abutters	\$200 base fee PLUS \$100/lot, plat, site, or other division of land including units per RSA 672:14, PLUS LCHIP, Legal Notice, Notification, AND Registry

<u>Type of Fee</u>	<u>Adopted FY2010-11</u>	<u>Adopted FY2011-12</u>	<u>Adopted FY2012-13</u>	<u>Adopted FY2013-14</u>
Major	\$200 base fee plus \$100 per lot, plat, site, or other division of land including units per RSA 672:14, plus actual costs of notifying abutters	\$200 base fee plus \$100 per lot, plat, site, or other division of land including units per RSA 672:14, plus actual costs of notifying abutters	\$200 base fee plus \$100 per lot, plat, site, or other division of land including units per RSA 672:14, plus actual costs of notifying abutters	\$500 base fee PLUS \$100/lot, plat, site, or other division of land including units per RSA 672:14, PLUS LCHIP, Legal Notice, Notification, AND Registry
<b>Modification of Approval</b>				
Minor	\$200.00	\$200.00	\$200.00	\$200.00
Major	\$200.00	\$200.00	\$200.00	\$500.00
<b>Site Plan Review</b>				
Minor Projects	\$50.00, plus actual costs of notifying abutters; plus \$5.00 per \$10,000 of ECC	\$50.00, plus actual costs of notifying abutters; plus \$5.00 per \$10,000 of ECC	\$50.00, plus actual costs of notifying abutters; plus \$5.00 per \$10,000 of ECC	\$50.00 PLUS Legal Notice, Notification AND \$5.00 per \$10,000 of ECC
Major Projects	\$500.00, plus actual costs of notifying abutters; plus \$5.00 per \$10,000 of ECC	\$500.00, plus actual costs of notifying abutters; plus \$5.00 per \$10,000 of ECC	\$500.00, plus actual costs of notifying abutters; plus \$5.00 per \$10,000 of ECC	\$500.00 PLUS Legal Notice, Notification, PLUS; \$5.00 per \$10,000 of ECC
\$0 to \$2,500,000 ECC	\$4.00 per \$10,000 of ECC	\$4.00 per \$10,000 of ECC	\$4.00 per \$10,000 of ECC	\$4.00 per \$10,000 of ECC
\$2,500,001 to \$5,000,000 ECC	\$10,000 of ECC	\$10,000 of ECC	\$10,000 of ECC	\$10,000 of ECC

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
<b>ZONING &amp; BUILDING PERMITS</b>				
Charge for review time beyond typical review				\$50.00 per hr
<u>Minimum Permit Fee</u>				
One- and Two-Family Residential	\$60.00	\$60.00	\$60.00	\$100.00
Commercial, Institutional, Multi-Family, and Other Non-One- and-Two-Family-residential construction	\$85.00	\$85.00	\$85.00	\$100.00
One- and Two-Family Residential Finished dwellings & additions, etc.	\$60 PLUS \$0.50/sf	\$60 PLUS \$0.50/sf	\$60 PLUS \$0.50/sf	\$100 PLUS \$0.75/sf
Renovations, alterations, etc.	\$0.25/sf	\$0.25/sf	\$0.25/sf	\$0.50/sf
Non-Habitable Structures (Porch, garage, shed, fence, pool, temporary trailer, retaining wall, etc.)	\$0.25/sf	\$0.25/sf	\$0.25/sf	\$0.50/sf
Commercial, Institutional, Multi-Family-Residential (ALL construction)	\$85 PLUS \$5.50 per \$1,000 of Construction Cost	\$85 PLUS \$5.50 per \$1,000 of Construction Cost	\$85 PLUS \$5.50 per \$1,000 of Construction Cost	\$100 PLUS \$6.00 per \$1,000 of Construction Cost
for Portion of Construction Cost up to \$10,000,000	\$4.15 per \$1,000 of Construction Cost	\$4.15 per \$1,000 of Construction Cost	\$4.15 per \$1,000 of Construction Cost	\$6.00 per \$1,000 of Construction Cost
for Portion of Construction Cost between \$10,000,001 and \$20,000,000	\$1.85 per \$1,000 of Construction Cost	\$1.85 per \$1,000 of Construction Cost	\$1.85 per \$1,000 of Construction Cost	\$6.00 per \$1,000 of Construction Cost
for Portion of Construction Cost Exceeding \$20,000,000				
Sign, Awning, or Canopy	\$35.00, plus \$30.00 for structural or electrical	\$35.00, plus \$30.00 for structural or electrical	\$35.00, plus \$30.00 for structural or electrical	\$80.00
<u>Moving or Demolition</u>	\$110.00	\$110.00	\$110.00	\$150.00

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
\$5,000,001 to \$10,000,000 ECC	\$3.00 per \$10,000 of ECC	\$3.00 per \$10,000 of ECC	\$3.00 per \$10,000 of ECC	\$3.00 per \$10,000 of ECC
\$10,000,001 to \$15,000,000 ECC	\$2.00 per \$10,000 of ECC	\$2.00 per \$10,000 of ECC	\$2.00 per \$10,000 of ECC	\$2.00 per \$10,000 of ECC
\$15,000,001 to \$20,000,000 ECC	\$1.00 per \$10,000 of ECC	\$1.00 per \$10,000 of ECC	\$1.00 per \$10,000 of ECC	\$1.00 per \$10,000 of ECC
Over \$20,000,000 ECC	\$-0- per \$10,000 of ECC	\$-0- per \$10,000 of ECC	\$-0- per \$10,000 of ECC	\$-0- per \$10,000 of ECC
Modification of Approval	\$200.00	\$200.00	\$200.00	\$500.00
Certificate of Compliance Inspection				\$50.00 /inspection
Field Change				\$50.00
<u>Minor Lot Line Adjustment and Boundary Agreements</u>	\$100.00, plus actual costs of notifying abutters	\$100.00, plus actual costs of notifying abutters	\$100.00, plus actual costs of notifying abutters	\$150.00 PLUS LCHIP, Legal Notice, Notification AND Registry
<u>Lot Merger</u>	\$50.00, includes fee for Registry of Deeds	\$50.00, includes fee for Registry of Deeds	\$50.00, includes fee for Registry of Deeds	\$50.00 PLUS Registry
<u>Zoning Petitions</u>				\$100.00/petition
<u>Realtor Research Fee</u>				\$30.00 per hour plus cost of out-of-house copying fees

<u>Type of Fee</u>	<u>Adopted FY2010-11</u>	<u>Adopted FY2011-12</u>	<u>Adopted FY2012-13</u>	<u>Adopted FY2013-14</u>
Wetlands Administrative Permit	\$50.00 plus actual costs of notifying abutters	\$50.00 plus actual costs of notifying abutters	\$50.00 plus actual costs of notifying abutters	\$50.00 PLUS cost to prepare and mail notices to abutters (\$5.00 PLUS USPS 1st Class mail rate per name on Notification List)
Septic Design Review (Prerequisite for DES Review)	\$35.00	\$35.00	\$35.00	\$50.00
Driveway Permit (Zoning Review)				\$50.00
<b>ZONING BOARD OF ADJUSTMENT</b> Legal Notice fee				\$80.00
Notification fee				\$5.00 PLUS USPS Certified mail rate per name on Notification List
<b>Special Exception</b>	\$150.00, plus actual costs of notifying abutters	\$150.00, plus actual costs of notifying abutters	\$150.00, plus actual costs of notifying abutters	\$300.00 PLUS Legal Notice PLUS Notification
<b>Variance</b>	\$150.00, plus actual costs of notifying abutters	\$150.00, plus actual costs of notifying abutters	\$150.00, plus actual costs of notifying abutters	\$300.00 PLUS Legal Notice PLUS Notification
<b>Appeal of Administrative Decision</b>	actual costs of notifying abutters	actual costs of notifying abutters	actual costs of notifying abutters	\$300.00 PLUS Legal Notice PLUS Notification
<b>Equitable Waiver</b>	\$150.00, plus actual costs of notifying abutters	\$150.00, plus actual costs of notifying abutters	\$150.00, plus actual costs of notifying abutters	\$300.00 PLUS Legal Notice PLUS Notification

<u>Type of Fee</u>	<u>Adopted FY2010-11</u>	<u>Adopted FY2011-12</u>	<u>Adopted FY2012-13</u>	<u>Adopted FY2013-14</u>
Revision Plan Review and Partial Submissions	\$50.00 per hour of review time	\$50.00 per hour of review time	\$50.00 per hour of review time	\$75.00 per hour of review time
Projects Requiring Outside Consulting Assistance (where outside consulting services for plan review, testing or inspection are required)	The Town of Hanover has 60 days to review complete applications. In the event an applicant wants expedited review, or the Building Inspector deems the scope and complexity of the project to warrant outside review, the applicant shall, in addition to fees specified herein, pay costs of review by a third-party consultant selected by the Town.			
Blanket Permit per Project (Sec. IX of Building Code Adoption Ordinance)	\$30.00	\$30.00	\$30.00	\$50.00
Application Resubmittal (if filed 6 months or more after date of rejection, must file for new permitting)	Equal to minimum permit fee	Equal to minimum permit fee	Equal to minimum permit fee	\$100.00 for all projects
Permit Extension	\$50.00	\$50.00	\$50.00	\$50.00
Re-Inspection	\$50.00	\$50.00	\$50.00	\$50.00
Additional Inspection	\$50.00	\$50.00	\$50.00	\$50.00
Request for Life Safety Inspection to enable occupancy prior to C.O. issuance	*To be paid prior to scheduling C.O. inspection			
Permit Reinstatement				Half of the original Code Review fee or \$50.00, whichever is greater
Deferred Electrical/Plumbing/ Mechanical Submission				\$75.00 per hour
Boiler/Heating System Installation				New fee pending
Administrative Fee for Beginning Work w/o Permits/Approvals				\$300.00
Health Inspection				\$75.00 / Inspection
<b>ZONING PERMIT ONLY</b>	\$35.00	\$35.00	\$35.00	\$50.00

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
<b>POLICE DEPARTMENT</b>				
Pistol Permits (4 year Permit)	\$10.00	\$10.00	\$10.00	\$10.00
Special Services Detail – Police Personnel	\$55.83	\$61.28	\$62.59	\$66.06
				(\$44.04/hr for officer + 50% overhead to cover NHRS and Admin Charge); plus, if applicable; additional charge for signage and barricade rental
				Note: Certain Non-Profits may qualify for reduction in the admin. chg. from 50% to 25%
Reports (Flat Fee)	\$20.00	\$20.00	\$20.00	\$20.00
Fingerprints (Non-Resident)	\$20.00 for first 2 cards and \$5.00 for each additional card	\$20.00 for first 2 cards and \$5.00 for each additional card	\$20.00 for first 2 cards and \$5.00 for each additional card	\$25.00 for first 2 cards and \$5.00 for each additional card
Digital Images from Police Reports (e.g., photos on CD, DVD of Cruiser Video used for Discovery)	\$25.00	\$25.00	\$25.00	\$25.00
Alcohol Diversion: Ages 18-20	\$400.00	\$400.00	\$400.00	\$400.00
Penalty to Reschedule 2nd Diversion Counseling Session	\$75.00	\$75.00	\$75.00	\$75.00
Alarm Connection Fee – One-Time Charge	\$85.00	\$85.00	\$85.00	\$85.00

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
<u>Hearing Under RSA 674:41</u>	\$150.00, plus actual costs of notifying abutters	\$150.00, plus actual costs of notifying abutters	\$150.00, plus actual costs of notifying abutters	\$300.00 PLUS Legal Notice PLUS Notification
<u>Rehearing</u>	\$50.00, plus actual costs of notifying abutters	\$50.00, plus actual costs of notifying abutters	\$50.00, plus actual costs of notifying abutters	\$100.00 (PLUS Legal Notice & Notification, if granted)

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
Annual Alarm Monitoring Fee	\$355.00 within Town; \$450.00 out-of-Town			
Police Service – Residential	\$50.00	\$50.00	\$50.00	\$50.00
Police Service – Commercial	\$50.00	\$50.00	\$50.00	\$50.00
Penalty Charge for Inaccurate Call List	\$10.00	\$10.00	\$10.00	\$10.00
Dog License – Neutered Male and Female; and Puppies Under 7 Mos.	\$6.50	\$6.50	\$6.50	\$6.50
Dog License – Unneutered Male and Female	\$9.00	\$9.00	\$9.00	\$9.00
Dog License – First Dog – Sr. Citizen Owner	\$2.00	\$2.00	\$2.00	\$2.00
Dog License – Late Fee per Month after May 31	\$1.00	\$1.00	\$1.00	\$1.00
Dog License – Group License for 5 or more Dogs	\$20.00	\$20.00	\$20.00	\$20.00
Nuisance Dog Fine	\$25.00	\$25.00	\$25.00	\$25.00
Menace Dog Fine	\$50.00	\$50.00	\$50.00	\$50.00
Vicious Dog Fine	\$100.00	\$100.00	\$100.00	\$100.00
Unlicensed Dog Fine	\$25.00	\$25.00	\$25.00	\$25.00

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
<b>PARKING DIVISION</b>				
Lot Rentals – Peripheral Space Monthly Rentals	\$35.00	\$35.00	\$35.00	\$35.00
Lot Rentals – CBD (Commercial Business District) Space Monthly Rentals	\$75.00	\$75.00	\$82.50	\$82.50
Lot Rentals (Lease w/6 mo. Commitment) – Facility Space Monthly Rentals Level 2	\$140.00	\$140.00	\$154.00	\$154.00
Lot Rentals (Lease w/6 mo. Commitment) – Facility Space Monthly Rentals Level 3	\$100.00	\$100.00	\$110.00	\$110.00
Lot Rentals (Lease w/6 mo. Commitment) – Facility Space Monthly Rentals Level 4	\$100.00	\$100.00	\$110.00	\$110.00
Lot Rentals – Monthly Facility Pass	\$150.00	\$150.00	\$165.00	\$165.00
Lot Rentals – ZBA (Zoning Board of Adjustment) Required Monthly Lot Rentals	\$75./space	\$75./space	\$82.50./space	\$82.50./space
Temporary Parking Permits	\$7.50/day	\$7.50/day	\$7.50/day	\$7.50/day
30 Consecutive Day Parking Permit – Hovey Lane and lower Lebanon Street	\$35.00	\$35.00	\$35.00	\$35.00
Annual Parking Permits – Replacement of Mislabeled Permits	\$10.00	\$10.00	\$10.00	\$10.00
Annual Parking Permits – Fee for Lost or Unreturned Parking Permits	\$10.00	\$10.00	\$10.00	\$10.00
<b>Town Parking Garage Rates - Please Note: Total Parking Facility Charge Increases</b>				
	Hourly Rate / Total \$			
Town Parking Garage – Short Term Rates – Grace Period Exit Before 10-Minutes	n/a	n/a	\$-0-	\$-0-
Town Parking Garage – Short Term Rates – Minimum Charge 10- to 30-Minutes	Free / Free	Free / Free	\$0.25 / \$0.25	\$0.25 / \$0.25
Town Parking Garage – Short Term Rates – 2nd Half Hour	\$0.50 / \$0.50	\$0.50 / \$0.50	\$0.50 / \$0.50	\$0.50 / \$0.50
Town Parking Garage – Short Term Rates – 2nd Hour	\$0.75 / \$1.25	\$0.75 / \$1.25	\$0.75 / \$1.25	\$0.75 / \$1.25
Town Parking Garage – Short Term Rates – 3rd Hour	\$1.00 / \$2.25	\$1.00 / \$2.25	\$1.00 / \$2.25	\$1.00 / \$2.25
Town Parking Garage – Short Term Rates – 4th Hour	\$2.00 / \$4.25	\$2.00 / \$4.25	\$2.00 / \$4.25	\$2.00 / \$4.25

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
Meter Violations – Expired Meter	\$10.00	\$10.00	\$10.00	\$10.00
Meter Violations – Fine After 14 Days	\$20.00	\$20.00	\$20.00	\$20.00
Meter Violations – Fine After 28 Days	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Overtime	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00
Meter Violations – Overtime Meter	\$20.00	\$20.00	\$20.00	\$20.00
Meter Violations – Fine After 14 Days	\$40.00	\$40.00	\$40.00	\$40.00
Meter Violations – Fine After 28 Days	\$50.00	\$50.00	\$50.00	\$50.00
Meter Violations – 2nd Meter Ticket	\$15.00	\$15.00	\$15.00	\$15.00
Meter Violations – Fine After 14 Days	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 28 Days	\$40.00	\$40.00	\$40.00	\$40.00
Meter Violations – 3rd Meter Ticket	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00
Meter Violations – Towing Charge (Winter Parking Ban)	\$50.00	\$50.00	\$50.00	\$50.00
Meter Violations – Fine After 14 Days	\$100.00	\$100.00	\$100.00	\$100.00
Meter Violations – Fine After 28 Days	\$110.00	\$110.00	\$110.00	\$110.00
Meter Violations – Handicapped	\$500.00	\$500.00	\$500.00	\$500.00
Meter Violations – Fine After 14 Days	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Meter Violations – Fine After 28 Days	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Meter Violations – No Parking 12:01AM – 7:00AM; 2:00AM – 6:00AM	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00
Meter Violations – Parking in Prohibited Zone	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00
Meter Violations – Parking in Prohibited Zone *Enhanced Fine*	\$40.00	\$40.00	\$40.00	\$40.00
Meter Violations – Fine After 14 Days	\$80.00	\$80.00	\$80.00	\$80.00
Meter Violations – Fine After 28 Days	\$90.00	\$90.00	\$90.00	\$90.00
Meter Violations – No Town Permit	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations – Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations – Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
Town Parking Garage – Short Term Rates – 5th Hour	\$2.50 / \$6.75	\$2.50 / \$6.75	\$2.50 / \$6.75	\$2.50 / \$6.75
Town Parking Garage – Short Term Rates – 6th Hour	\$2.50 / \$9.25	\$2.50 / \$9.25	\$2.50 / \$9.25	\$2.50 / \$9.25
Town Parking Garage – Short Term Rates – 7th Hour	\$3.75 / \$13.00	\$3.75 / \$13.00	\$3.75 / \$13.00	\$3.75 / \$13.00
Town Parking Garage – Short Term Rates – 8th Hour and Over	\$2.00 / \$15.00	\$2.00 / \$15.00	\$2.00 / \$15.00	\$2.00 / \$15.00
Town Parking Garage – Short Term Rates: Parking between 6:00PM and 9:00PM. Flat Rate Monday thru Saturday	\$1.00	\$1.00	\$1.00	\$1.00
Town Parking Garage – Short Term Rates: Saturdays Only - Park Less than 3 Hours	No Charge	No Charge	Regular short-term rates apply	Regular short-term rates apply
Town Parking Garage – Validation Stickers: One Hour @ \$0.50 each (minimum purchase 96)	\$48.00	\$48.00	\$48.00	\$48.00
Town Parking Garage – Validation Stickers: One Hour Bulk @ \$0.35 each (minimum purchase 984)	\$344.40	\$344.40	\$344.40	\$344.40
Town Parking Garage – Validation Stickers: All-Day @ \$15.00 each (minimum purchase 10)	\$150.00	\$150.00	\$150.00	\$150.00
Town Parking Garage – Gate Pass Card Reactivation Fee	n/a	\$10.00	\$10.00	\$10.00
Meter Rates – for 15-Minute, 2-Hour and 3-Hour Limit Metered Areas Not Specifically Mentioned In Other Sections Of This Schedule	\$10.00	\$10.00	\$10.00	\$10.00
Meter Rates – for 15-Minute, 2-Hour and 3-Hour Limit Metered Areas on Upper Lebanon Street, SM63 Deck, Lot 6, South Block and East Wheelock Street Kiosk Area	\$0.05 = 6 min; \$0.10 = 12 min; \$0.25 = 30 min	\$0.05 = 6 min; \$0.10 = 12 min; \$0.25 = 30 min	\$0.05 = 6 min; \$0.10 = 12 min; \$0.25 = 30 min	\$0.05 = 6 min; \$0.10 = 12 min; \$0.25 = 30 min
Meter Rates – for 15-Minute, 2-Hour and 3-Hour Limit Metered Areas In Municipal Lot 1 and South Main Street	\$0.05 = 6 min; \$0.10 = 12 min; \$0.25 = 30 min	\$0.05 = 6 min; \$0.10 = 12 min; \$0.25 = 30 min	\$0.05 = 6 min; \$0.10 = 12 min; \$0.25 = 30 min	\$0.05 = 6 min; \$0.10 = 12 min; \$0.25 = 30 min
Meter Rates – for 10-Hour Limit Meter Areas	\$0.05 = 12 min; \$0.10 = 24 min; \$0.25 = 1 hour	\$0.05 = 12 min; \$0.10 = 24 min; \$0.25 = 1 hour	\$0.05 = 12 min; \$0.10 = 24 min; \$0.25 = 1 hour	\$0.05 = 12 min; \$0.10 = 24 min; \$0.25 = 1 hour

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
Meter Violations - Left Wheels to Curb	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations - Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations - Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00
Meter Violations - Loading/Bus Zone	\$75.00	\$75.00	\$75.00	\$75.00
Meter Violations - Fine After 14 Days	\$150.00	\$150.00	\$150.00	\$150.00
Meter Violations - Fine After 28 Days	\$160.00	\$160.00	\$160.00	\$160.00
Meter Violations - Improper Parking	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations - Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations - Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00
Meter Violations - Parking on Sidewalk	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations - Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations - Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00
Meter Violations - Parking in Restricted Area	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations - Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations - Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00
Meter Violations - Parking in Violation of Site Plan Approval	\$30.00	\$30.00	\$30.00	\$30.00
Meter Violations - Fine After 14 Days	\$60.00	\$60.00	\$60.00	\$60.00
Meter Violations - Fine After 28 Days	\$70.00	\$70.00	\$70.00	\$70.00
Boot Removal Fee	\$50.00	\$50.00	\$50.00	\$50.00

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
<b>PARKS &amp; RECREATION DEPARTMENT</b>				
Athletic Programs Resident Fees - Baseball, Softball, Soccer, Basketball, Field Hockey, Volleyball, Track	\$50.00	\$50.00	\$50.00	\$50.00
Athletic Programs Non-Resident Fees - Baseball, Softball, Soccer, Basketball, Field Hockey, Volleyball, Track	\$60.00	\$60.00	\$60.00	\$60.00
Athletic Programs All Basketball Participants - Facilities Usage Fee Made Payable to SAU #70	\$40.00	\$40.00	\$40.00	\$40.00
Athletic Programs Resident Fees - Girls Lacrosse	\$50.00	\$50.00	\$50.00	\$50.00
Athletic Programs Non-Resident Fees - Girls Lacrosse	\$60.00	\$60.00	\$60.00	\$60.00
Athletic Programs Resident Fees - Boys Lacrosse	\$65.00	\$65.00	\$65.00	\$65.00
Athletic Programs Non-Resident Fees - Boys Lacrosse	\$75.00	\$75.00	\$75.00	\$75.00
Athletic Programs Resident Fees - Football	\$65.00	\$65.00	\$65.00	\$65.00
Athletic Programs Non-Resident Fees - Football	\$75.00	\$75.00	\$75.00	\$75.00
Late Registration Fee for Registrations Received after Deadline	\$20.00	\$20.00	\$20.00	\$20.00
Instructional Athletic Programs Resident Fees	\$30.00	\$30.00	\$30.00	\$30.00
Instructional Athletic Programs Non-Resident Fees	\$40.00	\$40.00	\$40.00	\$40.00
After School Adventures - 5 day enrollment	n/a	\$325/month	\$325/month	\$325/month
After School Adventures - 4 day enrollment	n/a	\$260/month	\$260/month	\$260/month
After School Adventures - 3 day enrollment	n/a	\$195/month	\$195/month	\$195/month
After School Adventures - 2 day enrollment	n/a	\$130/month	\$130/month	\$130/month
After School Adventures - Drop-In (if space is available)	n/a	\$20.00/day \$25.00/Wed.	\$20.00/day \$25.00/Wed.	\$20.00/day \$25.00/Wed.
After School Adventures - Late Pick-up Fee	n/a	\$1.00 for each minute after 5:30PM	\$1.00 for each minute after 5:30PM	\$1.00 for each minute after 5:30PM

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
After School Adventures - Late Payment Fee	n/a	\$10.00 if payment not made by the 4th of the month	\$10.00 if payment not made by the 4th of the month	\$10.00 if payment not made by the 4th of the month
Dragonfly Summer Day Camp (Full Session of 6 wks) Resident Fees - Full-Day	n/a	n/a	\$425.00	\$425.00
Dragonfly Summer Day Camp (Full Session of 6 wks) Non-Resident Fees - Full-Day	n/a	n/a	\$550.00	\$550.00
Dragonfly Summer Day Camp (Full Session of 6 wks) Resident Fees: Per Morning or Afternoon Session	\$175.00	\$175.00	\$270.00	\$270.00
Dragonfly Summer Day Camp (Full Session of 6 wks) Non-Resident Fees: Per Morning or Afternoon Session	\$350.00	\$350.00	\$350.00	\$350.00
Dragonfly Summer Day Camp (Session of 1 wk) Resident Fees: Full Days Only	\$85.00	\$85.00	\$95.00	\$95.00
Dragonfly Summer Day Camp (Friday a.m. to Supplement Camp Coyote Attendance; families must have previously registered for the Friday p.m. session of Camp Dragonfly)	n/a	n/a	\$15.00/Friday a.m.	
Dragonfly Summer Day Camp (Session of 1 wk) Non-Resident Fees: Full Days Only	\$170.00	\$170.00	\$150.00	\$150.00
Circle H Camp for Rising Kindergartners (Full Session of 6 wks) Resident Fees - Full-Day	n/a	n/a	\$425.00	\$425.00
Circle H Camp for Rising Kindergartners (Full Session of 6 wks) Non-Resident Fees - Full-Day	n/a	n/a	\$550.00	\$550.00
Circle H Camp for Rising Kindergartners (Full Session of 6 wks) Resident Fees: Per Morning or Afternoon Session	\$125.00	\$175.00	\$270.00	\$270.00
Circle H Camp for Rising Kindergartners Camp (Full Session of 6 wks) Non-Resident Fees: Per Morning or Afternoon Session	n/a	\$350.00	\$350.00	\$350.00

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
Circle H Camp for Rising Kindergartners Camp (Session of 1 wk) Resident Fees: Full Days Only	n/a	n/a	\$95.00	\$95.00
Circle H Camp for Rising Kindergartners Camp (Session of 1 wk) Non-Resident Fees: Full Days Only	n/a	n/a	\$150.00	\$150.00
Mini-Camps - Non-Resident Fees	\$30.00/day	\$30.00/day	\$30.00/day	\$30.00/day
Mini-Camps - Resident Fees	\$40.00/day	\$40.00/day	\$40.00/day	\$40.00/day
Tween Camp - Resident Fees	\$85.00/wk	\$85.00/wk	\$100.00/wk	\$100.00/wk
Tween Camp - Non-Resident Fees	\$170.00/wk	\$170.00/wk	\$155.00/wk	\$155.00/wk
Camp Quest - Resident Fees	\$50.00/day or \$50.00/day or \$200.00/wk	\$50.00/day or \$50.00/day or \$200.00/wk	\$60.00/day or \$60.00/day or \$240.00/wk	\$50.00/day or \$50.00/day or \$200.00/wk
Camp Quest - Non-Resident Fees	\$60.00/day or \$60.00/day or \$240.00/wk			
Adult and Youth Instructional Programs - Fees Determined Based on Instructors' Costs and Administrative and Materials Costs; Program Revenue is split 70/30 between the Instructor and the Recreation Department; Instructor may keep 70% of total income earned up to a maximum of \$75.00/hour after expenses.			varies	varies
Athletic Field Rental	Up to \$125.00 per field, per day			
Rental of Equipment	Up to \$25.00 for use of Recreational Equipment	Up to \$25.00 for use of Recreational Equipment	Up to \$25.00 for use of Recreational Equipment	Up to \$25.00 for use of Recreational Equipment
Basketball Tournament Fees	\$30.00 per team	\$30.00 per team	\$30.00 per team	\$30.00 per team
Middle School Dance Admission	\$5.00	\$5.00	\$5.00	\$5.00
<b>RW BLACK &amp; SENIOR CENTER FEES</b>				
<i>Security and Key Deposits will be reviewed on an individual basis.</i>				
<b>Category #1:</b> Hanover Recreation Department programs, Town Functions, Programs run by the Senior Center, Youth-in-Action, or Town of Hanover After School Program.	no charge	no charge	no charge	no charge

WATER DEPARTMENT						
	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14		
Meter Size	Quarterly Base Charge	Flow Charge per 1000 Cubic Feet of Water Used	Quarterly Base Charge	Flow Charge per 1000 Cubic Feet of Water Used	Quarterly Base Charge	Flow Charge per 1000 Cubic Feet of Water Used
5/8"	\$47.25	\$25.52	\$48.00	\$25.97	\$49.00	\$27.01
3/4"	\$47.25	\$25.52	\$48.00	\$25.97	\$49.00	\$27.01
1"	\$47.25	\$25.52	\$48.00	\$25.97	\$49.00	\$27.01
1 1/2"	\$47.25	\$25.52	\$48.00	\$25.97	\$49.00	\$27.01
2"	\$71.51	\$25.52	\$73.00	\$25.97	\$75.00	\$27.01
3"	\$131.88	\$25.52	\$134.00	\$25.97	\$138.00	\$27.01
4"	\$228.15	\$25.52	\$232.00	\$25.97	\$239.00	\$27.01
6"	\$469.07	\$25.52	\$477.00	\$25.97	\$491.00	\$27.01
Average Annual Domestic Bill (275 gallons/day)		\$531.43		\$540.47		\$558.42
Unmetered Water Accounts - Include 25% Surcharge Above Average Annual Domestic Bill		n/a		n/a		\$698.03
<b>Private Fire Suppression Rates:</b> Hydrant (each - new in FY2012-2013; applicable only to those private hydrants on properties not already paying Fire District Taxes) Hose Outlet (each): Sprinkler (per nozzle):						
	\$1,685.33		\$1,685.33		\$1,685.33	\$1,685.33
	\$4.71		\$4.71		\$4.71	\$4.71
	\$0.92		\$0.92		\$0.92	\$0.92
<b>Hydrant Meter</b> - Hydrant meters will be assessed the flow charge based on actual usage plus a base fixed charge.						\$100.00 plus flow charge
<b>Commercial Emergency Call-In Residential (Single Family Home) Emergency Call-In:</b> There is no charge for the first call-in; subsequent call-in charge:						\$150.00
<b>Commercial additional meter reading (per location)</b>			\$50.00	\$50.00	\$50.00	\$50.00
<b>Final Reading</b>						\$25.00
<b>Residential additional meter reading (per location)</b>			\$25.00	\$25.00	\$25.00	\$25.00
<b>Water On/Off</b> (Note: this is a flat fee to be assessed for each action)			\$25.00	\$25.00	\$25.00	\$25.00

Type of Fee	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14
<b>Category #2:</b> Hanover based organizations that are not charging admission, dues, participating fee or paying instructors through an organization to run a program and are serving Hanover Residents only.	no charge	no charge	no charge	no charge
<b>Category #3:</b> Hanover based organizations that are charging admission, dues, participation fees or paying instructors through an organization to run a program and are serving Hanover Residents only.	\$25.00/hour (per room)	\$25.00/hour (per room)	\$25.00/hour (per room)	\$25.00/hour (per room)
<b>Category #4:</b> Non-Hanover based organizations groups that are serving a regional area.	\$35.00/hour (per room)	\$35.00/hour (per room)	\$35.00/hour (per room)	\$35.00/hour (per room)
<b>Category #5:</b> Flat Fee (Multi-Purpose Room, Room 106-107-108 Only) (Prices based on 4 hour time slots)				
Residents (Hanover/Emma):				\$100.00
Non-Residents:				\$150.00
Banquets (Multi-Purpose Room):				
Hanover School:				\$125.00
Non-Hanover:				\$175.00
Fundraising Events:				
Hanover Based Groups:				\$175.00
Dresden School District Groups:				\$200.00
Non-Hanover Based Groups:				\$275.00
All Political Organizations (Multi-Purpose Room):				\$300.00
One-day Special Events, such as birthday parties, political events, service organizations, social events and banquets, to mention a few, will be charged a flat fee per four hours of usage. Special equipment is available for use during the events at an additional fee. Example: Bouncy Castle \$45 per 4 hour use.				
<i>Last Revised: June 2009</i>				
<b>1.</b> The programs conducted by the Hanover Recreation Staff, Senior Center Staff, Town of Hanover After School Program or any Town of Hanover government activities will be exempt from building fees.				
<b>2.</b> Special rooms such as craft, kitchen could include additional fees for supplies.				
<b>3.</b> Those activities that wish to store equipment while running programs will be charged a storage fee ranging from \$25-\$50 a month depending on quantity.				
<b>4.</b> PA system, along with other special equipment, is available and a fee could be charged.				
<b>5.</b> If any additional work needs to be done for set up an additional fee could be charged.				

<b>Backflow Device</b> (Testable units only) Initial inspection and testing:				\$100.00	\$100.00	\$50.00	\$50.00
Subsequent inspections due to continued failures:				\$100.00	\$100.00	\$50.00	\$50.00
<b>Inspection (per hour)</b>				\$75.00	\$75.00	\$75.00	\$75.00
<b>Connection Fee for Hanover Water System:</b> The Connection/Increase in Flow Fee includes (1) a fixed fee of \$200.00 to cover administrative costs and up to one inspection and (2) a Recapture Fee assessed on GPD (Gallons per Day as determined in the Sewer Recapture Fee table). Meters and setters will be charged at cost.				\$200.00 + \$1.26/ GPD plus Meter and Setters at-cost	\$200.00 + \$1.25/ GPD plus Meter and Setters at-cost	\$200.00 + \$1.23/ GPD plus Meter and Setters at-cost	\$200.00 + \$1.34/ GPD plus Meter and Setters at-cost

SEWER DEPARTMENT							
Base Capacity Charge plus Flow Charge		Adopted FY 2011-12		Adopted FY 2012-13		Adopted FY 2013-14	
Meter Size*	Annual Base Capacity Charge	Flow Charge per 1000 Cubic Feet of Water Used	Quarterly Base Capacity Charge	Flow Charge per 1000 Cubic Feet of Water Used - See Below**	Quarterly Base Capacity Charge	Flow Charge per 1000 Cubic Feet of Water Used - See Below**	Quarterly Base Capacity Charge
5/8"	\$21.00	varies	\$21.00	varies	\$22.00	varies	\$22.00
3/4"	\$59.00	varies	\$59.00	varies	\$61.00	varies	\$61.00
1"	\$154.00	varies	\$154.00	varies	\$159.00	varies	\$159.00
1 1/2"	\$307.00	varies	\$307.00	varies	\$318.00	varies	\$318.00
2"	\$491.00	varies	\$491.00	varies	\$508.00	varies	\$508.00
3"	\$1,155.00	varies	\$1,155.00	varies	\$1,195.00	varies	\$1,195.00
4"	\$1,805.00	varies	\$1,805.00	varies	\$1,868.00	varies	\$1,868.00
6"	\$10,828.00	varies	\$10,828.00	varies	\$11,207.00	varies	\$11,207.00
Average Annual Domestic Bill (275 gallons/day)		\$475.20		\$475.20		\$492.82	
Unmetered Sewer Accounts - Include 25% Surcharge Above Average Annual Domestic Bill		\$594.00		\$594.00		\$616.00	
Quarterly base charge for single family residence on a private well with a water treatment system installed prior to July 1, 2010 which discharges to the municipal wastewater system - Application of this fee to be determined in consultation with Public Works staff.					\$22.00		varies
* Meter Size:							
** Sewer Flow Charge per 1000 Cubic Feet of Water Used:							
Category A	BOD/TSS < 250 mg/l	- \$30.17 per kcf	(most residential accounts)				
Category B	BOD/TSS > 250 < 400 mg/l	- \$33.37 per kcf					
Category C	BOD/TSS > 400 mg/l	- \$36.58 per kcf					
<i>Category C includes all facilities with BOD and/or TSS &gt; 400 mg/l and All Food Preparation Establishments without Approved Automated Grease Removal Systems</i>							
<b>Industrial Discharge Permit and Septage Disposal</b>							
Industrial Discharge Permit Application:							
Class 1:		\$500.00		\$500.00		\$500.00	\$500.00
Class 2:		\$250.00		\$250.00		\$250.00	\$250.00
Class 3:		\$50.00		\$50.00		\$50.00	\$50.00

	Adopted FY2010-11	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	
Septage - Tipping Fee for Residents (fee is per 1,000 gallons)	\$110.00	\$110.00	\$110.00	\$110.00	
Septage - Tipping Fee for Non-Residents (fee is per 1,000 gallons)	\$130.00	\$130.00	\$130.00	\$130.00	
Septage - Tipping Fee for Non-Residents from Towns who have banned Land Application of Sludge (fee is per 1,000 gallons)	\$200.00	\$200.00	\$200.00	\$200.00	
Holding Tank with BOD/TSS < 400 mg/l. > 400 mg/l will be considered Septage	\$55.00	\$55.00	\$55.00	\$55.00	
<b>Sewer Connection Fees</b>					
Connection Fee for Hanover Sewer System - Includes Basic Fee of \$200.00 to Cover one Inspection and a Recapture Fee rate assessed on GPD (Gallons per Day as determined below)	\$200.00 + \$4.78/ gallon of GPD	\$200.00 + \$4.82/ gallon of GPD	\$200.00 + \$4.93/ gallon of GPD	\$200.00 + \$5.15/ gallon of GPD	
<b>Recapture Fee Table</b>					
<b>The Recapture Fee will be determined by multiplying the peak day flow in gallons by the GPD rate above. The following are flows which shall be used to determine the peak day flow from a sewer connection:</b>					
	GPD			Units	Category
Apartment:	Studio (one bedroom)	225			A
	Per Bedroom	150	bedroom		A
Athletic Facilities including Gyms and Stadiums:	Participant	15	person		A
	Classroom	15	seat		A
	Spectator	3	seat		A
Bar / Lounge		20	seat		B
Bed & Breakfast	Campground w/comfort station	60	bedroom		B
	Recreation Trailers	25	site		A
	Construction Sites	90	site		A
	Day Camp - no meals	50	site		A
Camps:	Resort Camp (night & day) limited plumbing	15	site		A
	Dining Facility only	50	person		A
	Sanctuary	25	person		B
Catering & Dining Facilities	Church:	12	patron		B
	Dining Room	5	seat		A
	Snack Bar	10	seat		B
Country Club:	Locker and Showers	10	seat		B
		20	locker		A

	Chair	200	each	A
Dentists:	Staff	35	employee	A
Doctor's Office:	Patient	10	each	A
	Staff	35	employee	A
Dog Kennels		50	kennel	B
	(two bedroom minimum)	150	bedroom	A
Dwellings:	Rooming House with meals	60	bedroom	B
	Rooming House without meals	40	bedroom	A
	Light industry w/b cafeteria or showers	20	employee	A
	Light industry with cafeteria no showers	25	employee	B
Factories (excluding industrial waste):	Light industry with cafeteria and showers	35	employee	B
	Warehouse	35	employee	A
	Assembly	20	employee	A
	Research Facilities	to be determined		B
Floor Drain	not allowed			
Fraternities & Sororities		150	bed	B
Hairdressers:		150	chair	A
		35	employee	A
Hospital:	Bed	250	bed	B
	Outpatient surgery:	200	bed	B
	single bed	100	bed	A
Hotel & Motel:	double bed	200	bed	A
	Laundromats, coin operated	500	machine	B
Maintenance Facility		to be determined		B
Nursing Homes & Assisted Living Facilities		125	bed	B
	without cafeteria	15	employee	A
	with cafeteria	20	employee	B
Office Building:	Unspecified Office Space	15	100 SF	A
	Bathroom only	5	person	A
Picnic Parks:	Bath house, showers and toilets	10	person	A
	Eat-in with bathroom and kitchen waste	40	seat	B
Restaurant or Cafeteria:	Eat-in paper service, plus toilet and kitchen waste	20	seat	B
	Kitchen waste only	3	seat	B
	Seasonal outdoor seating	20	seat	B
Bars and lounges		20	seat	B
Bars and lounges		35	employee	A
Function Rooms		12	seat	B
	Boarding	100	bed	B
	Day Care & Nursery	15	person	A
Schools:	Day, without gym, cafeteria or showers	15	person	A
	Day, without gym, showers with cafeteria	20	person	B
	Day, with gym, showers and cafeteria	35	person	B
	Post Secondary School / Classroom	15	seat	A
	Post Secondary School / Dormitory	85	bed	A

Schools (continued)	Post Secondary School / Dormitory with Cafeteria	1.25	bed	B
Service Stations		10	vehicle	B
	Large Dry Goods	5	100 SF	A
Shopping Centers:	With meat dept. with garbage grinder	NOT ALLOWED		
	With meat dept. w/o garbage grinder	11	100 SF	B
	With deli	3	meal	B
		100	each	A
Small Dry Goods	With deli	3	meal	B
Swimming Pools		1000	800 SF	A
Tennis Courts		250	per court	A
Theatres		5	seat	A
Workers:	Construction bathroom only	5	employee	A
Uses not listed will be determined from previous metered usage corrected for strength and a multiplied by a peaking factor of 2 and shall be approved by the Director of Public Works.				
Category C includes all facilities with BOD and/or TSS > 400 mg/l and All Food Preparation Establishments without Approved Automated Grease Removal Systems.				
Food grinding is prohibited – period – if discovered, a notice to cease the activity within 30 days, or penalties of \$150.00/day shall be instituted. A reoccurrence will be charged \$500.00, and then disconnection of service.				
Discharges of Fats Oil and Grease (F.O.G.) above 250 mg/L shall be assessed any line flushing charges. Any blockages or Sanitary Sewer Overflow's (SSO) attributed to F.O.G. shall warrant the discharger to be charged for all cleanup and administrative costs as well as an impact fee of \$500.00, with disconnection of service after 2 occurrences.				

# HANOVER POLICE DEPARTMENT

## CHIEF NICHOLAS GIACCONE

### RETIREMENT

Nick came to work for the town on August 20, 1973 at the age of 26. All in all, Nick has been involved in protecting the Hanover community for 40 years. It has been my pleasure to serve with him for the past 17 years in his capacity as Police Chief. His attention to detail; his appreciation and care for his staff; his deep understanding of what makes both our community and Dartmouth College tick; his quiet and thoughtful care of so many of our citizens; his leadership on issues and willingness to make tough calls, even when they were unpopular; his sense of humor; and his readiness and availability at all hours of the day and night -- as Town Manager, I have benefitted immensely from my work with him and I have slept better at night with him at the helm of HPD.

*Julia Griffin, Town Manager*

The Chief was a 'cop's cop', a leader who was always there if you needed him and even there to back you up when you wouldn't expect him to be."

*Sergeant Dan Gillis*

Chief Giaccone was a true leader, he was always there for his officers and would crawl through the trenches with them and beside them, and get dirty ... that's a leader, someone who is willing to DO EXACTLY WHAT HE IS ASKING HIS OFFICERS TO DO."

*Officer Alan Patterson*

Nick was a police officer first and then a Chief ... not many Chiefs would come out 2:30 in the morning to help dust for finger prints at a robbery, but Nick would. I've never known a Police Chief to jump on in and get dirty like Nick.

*Master Patrol Officer Rick Paulsen*

Supported by the Chief's compassionate concern, staff from HPD provided remarkable support to me in the aftermath of my husband's death. I and many others in the community will miss him intensely.

*Audrey McCollum*



Nick has dedicated his LIFE to the Town of Hanover and all of the citizens who live in it. Nick's life has been the Hanover Police Department. Nick was always one of the first officers out of the building when the 'big' call came in. He was always there to back up his officers."

*Communications Coordinator Doug Hackett*

I have known Chief Nick Giaccone or 'The Boss' as I respectfully and fondly refer to him, for more than 13 years. I am sure his decision to retire was remarkably difficult. As a tribute to his selfless dedication to the agency, the community and his staff, he has sacrificed his personal desire to try and remain in office, and has made the decision to retire so that the department may move forward.

*Sergeant Brad Sargent*

*"He will be missed."*

Excerpts taken from ...

### PORTRAIT OF A CHIEF

By Audrey McCollum

# ETNA LIBRARY CONSTRUCTION – 2013

