



# TOWN OF HANOVER

## NEW HAMPSHIRE

### ANNUAL REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2014 & 2015 TOWN MEETING



### ANNUAL TOWN MEETING

Tuesday, May 12, 2015

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

Business Meeting: 7:00 p.m.

Hanover High School Gymnasium

41 Lebanon Street

# TOWN OF HANOVER DIRECTORY

<u>Department</u>	<u>Phone</u>	<u>Address</u>	<u>Email</u>	<u>Hours</u>
Ambulance, Fire, Police..... <b>EMERGENCY</b>	<b>911</b>			24 hours/day --- 7 days/week
Animal Control - Police	643-2222	46 Lyme Rd		24 hours/day --- 7 days/week
Assessing Department (Town Offices)	640-3207	41 South Main St	<a href="mailto:assessor@hanovernh.org">assessor@hanovernh.org</a>	Monday – Friday 8:30am - 4:30pm
Cemetery Department (Public Works Department)	640-3376	194 Lebanon St Route 120	<a href="mailto:william.desch@hanovernh.org">william.desch@hanovernh.org</a>	Monday – Friday 7:00am - 3:30pm
Etna Library	643-3116	130 Etna Rd Etna	<a href="mailto:etna.library@hanovernh.org">etna.library@hanovernh.org</a>	Monday & Thursday 2:00pm - 7:00pm; Tuesday 9:00am - 2:00pm; Wednesday 2:00pm - 6:00pm; Friday 9:00am - 4:00pm; Saturday 10:00am - 12:00pm <i>Closed on Sundays</i>
Finance and Administration (Town Offices)	640-3204	41 South Main St	<a href="mailto:townclerk@hanovernh.org">townclerk@hanovernh.org</a>	Monday – Friday 8:30am - 4:30pm
Fire Department (Non-Emergency)	643-3424	48 Lyme Rd	<a href="mailto:firedept@hanovernh.org">firedept@hanovernh.org</a>	24 hours/day --- 7 days/week
Health Officer (Town Offices)	643-0701	41 South Main St	<a href="mailto:townmgr@hanovernh.org">townmgr@hanovernh.org</a>	Monday - Friday 8:30am - 4:30pm
Howe Library	643-4120	13 South St.	<a href="mailto:circulation@thehowe.org">circulation@thehowe.org</a>	Monday - Thursday 10:00am - 8:00pm; Friday 10:00am - 6:00pm; Saturday 10:00am - 5:00pm; Sunday 1:00pm - 5:00pm
Human Resources (Town Offices)	640-3208	41 South Main St	<a href="mailto:humanresources@hanovernh.org">humanresources@hanovernh.org</a>	Monday - Friday 8:30am - 4:30pm
Information Technology (Town Offices)	640-3222	41 South Main St	<a href="mailto:corey.stevens@hanovernh.org">corey.stevens@hanovernh.org</a>	Monday – Friday 8:30am - 4:30pm
Parking Division (Town Offices)	640-3220	41 South Main St	<a href="mailto:parking@hanovernh.org">parking@hanovernh.org</a>	Monday – Friday 8:30am - 4:30pm
Parks & Recreation Department (Richard W. Black Center)	643-5315	48 Lebanon St	<a href="mailto:recdept@hanovernh.org">recdept@hanovernh.org</a>	Monday - 9:00am - 5:00pm Tuesday – Friday 9:00am – 6:00pm Saturday 10:00am - 6:00pm; <i>Closed Saturdays in July &amp; August. Open by appointment Sundays and summer Saturdays.</i>
Planning & Zoning (Town Offices)	643-0708	41 South Main St	<a href="mailto:planning@hanovernh.org">planning@hanovernh.org</a>	Monday - Friday 8:30am - 4:30pm
Police Department/Dispatch (Non-Emergency)	643-2222	46 Lyme Rd		24 hours/day --- 7 days/week
Public Works/ Highway	643-3327	194 Lebanon St Route 120	<a href="mailto:dpw@hanovernh.org">dpw@hanovernh.org</a>	Monday – Friday 7:00am - 3:30pm

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## Town Officials Boards and Committees

### Elected Officials - Ballot Vote

#### Board of Selectmen

*3 year term - Ballot Vote*

<i>Sec</i>	Nancy A. Carter	5/2015
<i>VChr</i>	Jay C. Buckey, Jr.	5/2015
	Athos J. Rassias	5/2016
	William V. Geraghty	5/2017
<i>Chr</i>	Peter L. Christie	5/2017

#### Etna Library Board of Trustees

*3 year term - Ballot Vote*

	Ginger E. Boitnott	5/2015
	Elizabeth L. Cornell	5/2016
	Kim P. Wilson	5/2017

#### Moderator

*2 year term - Ballot Vote*

	Stephens Fowler	5/2016
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#### Supervisors of the Checklist

*6 year term - Ballot Vote*

	Linda McWilliams	5/2016
	Arlene Mahler	5/2018
	Elaine Hawthorne	5/2020

#### 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*

	Judson (Jay) Pierson	5/2015
	Brian Doyle	5/2016
<i>Chr</i>	Paul Gardent	5/2017

### Elected Officials - Nominated at Town Meeting

#### Advisory Board of Assessors

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

	Katherine S. Connolly	5/2015
	Judson (Jay) Pierson	5/2016
	Joe Roberto	5/2017
	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*

	Robert Grabill	5/2015
	Matt Marshall	5/2015
	Sarah Packman	5/2015

#### 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	5/2015
	John Richardson	5/2015

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

#### Advanced Transit Board

*Appointed by the Board of Selectmen*

	Carolyn Radisch	9/2016
	William R. Baschnagel	6/2017

#### 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
<i>Alt.</i>	Joan Collison	9/2015
<i>Alt.</i>	<i>Vacancy</i>	

**Bike/Pedestrian Committee**

*Appointed by the Board of Selectmen*

- Tim Cox
- Doug Deaett
- David Dostal
- Scot Drysdale
- Barbara McIlroy
- Hugh Mellert

*Sec* Joanna Whitcomb

Erica Wygonic

*Chr* Bill Young

**Representatives & Others**

*VChr* Athos J. Rassias - *Select Board Rep*

Michael Evans - *Police Dept Rep*

Carolyn Radisch - *Consultant*

Charlie Sullivan, *Ex Officio*

**Building Code Advisory Board**

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

Bruce R. Williamson 9/2016

Randy T. Mudge 9/2016

Jack Wilson *tbd*

**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*

*VChr* Douglas McIlroy 9/2015

*Chr* Ed Chamberlain 9/2016

Whit Spaulding 9/2017

Hugh Mellert 9/2017

Alan Saucier 9/2017

*Alt.* Bill Mlacak 9/2017

*Alt.* Jim Kennedy 9/2017

*Alt.* John M. Trummel 9/2017

Michael Mayor - *Plan. Bd. Rep* 9/2017

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*

Kristi Fenner 9/2015

Michael Gerling 9/2015

John Ruth 9/2015

**Hanover Finance Committee - Continued**

*Chr* Heidi Postupack 9/2017

Daryl Press *tbd*

Leah Wheelan - *Hanover School Board 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 Corporation at Annual Meeting Held in October*

Ann Malenka 2015

*Chr* Bill Thomas 2015

Andrew Bernard 2016

Rich Brown 2016

Sarah Buckey 2016

Martha Robb 2016

*Treas* Rick Sayles 2016

Jayne McLaughlin 2016

*VChr* Ginia Allsion 2017

Laura Rice 2017

Colleen Rozzi 2017

Jenn Brown 2017

*Sec* Bill Mlacak 2017

Rebecca Winter 2017

Nancy A. Carter - *Select Board Rep*

Mary White - *Director of Howe Library*

**Parks and Recreation Board**

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

*Sec* Kathy Boghosian 9/2015

Kathi Whitmore 9/2015

*Chr* Dean Lacy 9/2016

Tom Lyons 9/2016

Mariruth Galbraith 9/2016

Darlene Roach-Branche 9/2017

*VChr* Amy Vienna 9/2017

William V. Geraghty - *Select Board Rep*

### **Planning Board**

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

	Iain Sim	9/2015
	Katherine S. Connolly	9/2015
	Joan Garipay	9/2015
<i>Chr</i>	Judith Esmay	9/2016
<i>VChr</i>	<i>Vacancy - Full Member</i>	
	Michael Mayor	9/2017
<i>Alt.</i>	Jon Criswell	9/2017
<i>Alt.</i>	Brian Edwards	9/2017
<i>Alt.</i>	Kelly Dent	9/2017
	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
	Marcie Ann Kennedy
	Shirley Montgomery
	Nancy C. Pierce
	Marilyn "Willy" Black
	Sue Matless
	Lee Monaco
	Gail Schaal - <i>Senior Center Coordinator</i>

### **Sustainable Hanover Committee**

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

	Chris Kennedy	9/2015
	Amanda Charland	9/2015
	Susan Edwards	9/2015
<i>Chr</i>	David McManus	9/2016
	Marjorie Rogalski	9/2016
	Chris Soderquist	9/2016
	Larry Litten	9/2017
	MaryAnn Cadwallader	9/2017
	Yolanda Baumgartner	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*

<i>Vpres</i>	Richard Mills
<i>Treas</i>	Ellen Arnold - <i>Dartmouth College</i>
<i>Sec</i>	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**

	Katherine S. Connolly	9/2015
	Jonathan Edwards	9/2016
	Joanna Whitcomb	9/2017

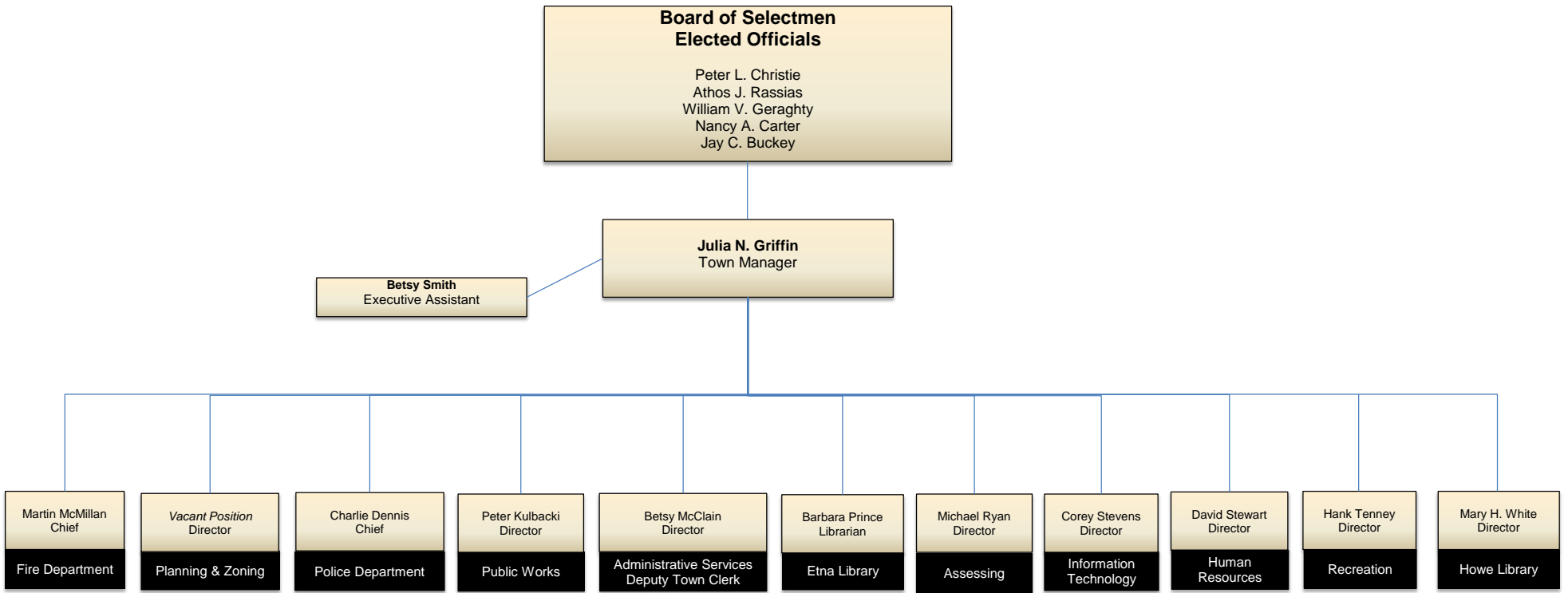
### **Zoning Board of Adjustment**

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

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

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

# Town of Hanover





## TOWN OF HANOVER EMPLOYEES

<u>Dept / Employee Name</u>	<u>Position 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>		
Robert Diehm	Firefighter/AEMT	9/27/2007
Christopher Doolan	Firefighter/Paramedic	3/14/2004
Wayne Dunham	Firefighter/AEMT	8/15/2006
Jeryl Frankenfield	Deputy Fire Chief/Hanover Fire Marshal	9/27/2004
Brian Ellstein	Firefighter/Paramedic	8/13/2006
John Emerson	Firefighter/AEMT	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/AEMT	2/14/2012
Troy Leatherman	Firefighter/AEMT	5/28/2010
Scott Letson	Firefighter/AEMT	9/7/2008
Jeremiah Linehan	Firefighter/Paramedic	1/2/2005
Joshuah Lounsbury	Firefighter/AEMT	6/29/2009
Blair McClay	Firefighter/Paramedic	11/16/2012
Martin McMillan	Fire Chief	5/05/14
Joshua Merriam	Firefighter/AEMT	10/3/2008
Robert Mousley	Firefighter/Paramedic	2/24/2003
Judith Stevens	Administrative Assistant	1/2/1994
Christopher Sweitzer	Firefighter/AEMT	9/19/2013
Jeremy Thibeault	Captain/Paramedic	3/16/2003
Jay Whitehair	Firefighter/AEMT	7/22/2006
Jon Wilkinson	Firefighter/AEMT	9/23/2013
<b>ETNA LIBRARY</b>		
Jayne Costello	Substitute/Circulation Asst. – Etna Library PT	11/3/2008
Heidi McPherson	Substitute/Circulation Asst. – Etna Library PT	7/01/2014
Sarah Johnson Molesworth	Substitute/Circulation Asst. – Etna Library PT	7/01/2014
Barbara Prince	Librarian, Etna Library – Part Time	3/3/2000

<u>Dept / Employee Name</u>	<u>Position Title</u>	<u>Date of Hire</u>
<i>(Etna Library – Continued)</i>		
Stephanie Snelling	Substitute/Circulation Asst. – Etna Library PT	11/3/2008
Caroline Tischbein	Circulation Assistant II – Etna Library PT	6/20/2007

### **HOWE LIBRARY**

Jeanette Abdelnur-Fadul	Circulation Assistant – Part Time	5/25/2010
Peter Appleton	Adult Services Librarian	3/07/2011
Heather Backman*	Program, Marketing & Outreach Coordinator	10/18/2010
Gary Barton	Youth Services Assistant – Part Time	7/5/2005
Charlotte Bernini	Circulation Assistant – Part Time	1/1/1984
Helen Bircher*	Library Page – Part Time	4/19/1999
Joanne Blais	Senior Adult Services Librarian	4/10/2000
Marilyn Blight	Reference Assistant – Part Time	7/5/2005
Kristina Burnett	Circulation Supervisor – Part Time	1/5/1998
Janice Chapman	Circulation Assistant- Part Time	1/14/1998
Megan Coleman	Program & Outreach Coordinator – Part Time	9/7/2012
Mary Gould	Reference 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	Circulation Assistant – Part Time	8/14/2007
Mary Lockhart	Youth Services Library Assistant – Part Time	8/13/2009
Michael Morris	Public Service Librarian	2/22/2011
Celeste Pfeiffer	Circulation Assistant – Part Time	6/26/2012
Laura Poplack*	Circulation Assistant – Part Time	8/26/2013
Denise Reitsma	Youth Services Librarian – Part Time	9/08/1998
Kate Root	Circulation & Youth Services 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	Adult Services Librarian – Part Time	8/5/2008
Pamela Smith	Head of Technical Services/Systems Manager	1/10/1994
Amelia Talbert	Library Assistant I – 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
Mary White	Director, Howe Library	7/23/2007
Zuzana Woods	Circulation Assistant – Part Time	3/7/2011

### **PARKS & RECREATION DEPARTMENT**

Elizabeth Burdette	Assistant Director of Parks & Recreation	3/21/2008
Sherry Colfer	RWB Community Center Facility Manager	8/16/2005
Jennifer Field	Out of School Time Assistant Director	9/02/2014
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

### **PLANNING & ZONING DEPARTMENT**

Jeffrey Andrews*	Assistant Building Inspector	2/14/2006
Ryan Borkowski	Building Inspector	2/22/1999

<u>Dept / Employee Name</u>	<u>Position Title</u>	<u>Date of Hire</u>
<i>(Planning &amp; Zoning Department – Continued)</i>		
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>		
Michael Alterisio	Police Officer	10/27/2015
Jeffrey Ballard	Police Officer	6/18/2001
Eric Bates	Detective	2/23/1998
Michael Cahill	Communication Officer	02/13/2011
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
Charles Dennis	Police Chief	6/09/14
Michael Evans*	Lieutenant	4/15/1991
Jeffrey Fleury	Police Officer	10/13/1994
Terry Lynn Follensbee	Parking Facility Cashier	11/3/2008
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
Timothy Larrabee	Police Officer	3/02/2015
David Luther*	Sergeant	8/20/1990
Gregory McEwan	Parking Enforcement Officer	6/19/2014
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 Parking Division	1/4/1988
Brian Paine	Communication Officer	7/15/2013
Alan Patterson, Sr.	Police Officer	3/19/2001
Richard Paulsen	Police Officer	4/29/2002
Elizabeth Rathburn	Administrative Secretary	9/4/2002
Mark Ridge	Police Officer	1/05/2015
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
<b>PUBLIC WORKS DEPARTMENT</b>		
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

<u>Dept / Employee Name</u>	<u>Position Title</u>	<u>Date of Hire</u>
<i>(Public Works - Continued)</i>		
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
Eric Defelice	Senior Water Technician	9/02/2014
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
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
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
Edward Woodbury	Facilities Technician	5/24/2012

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

\*\*Indicates employee is deceased–died during active employment servicing the Town.

## EMPLOYEE MILESTONES LIST

### (20 PLUS YEARS)

# of years	Employee Name	Department	Hire Date	Dept Head Date
40	Hank Tenney	Recreation	7/8/1974	1974
32	Bernard Hazlett	Public Works	9/16/1982	
31	Michael Chase	Public Works	5/2/1983	
30	Charlotte Bernini	Howe Library	1/1/1984	
30	Ann Schofield	Howe Library	4/6/1984	
27	Raymond Swift	Public Works	6/5/1987	
27	Michael Hinsley	Fire Department	8/13/1987	
27	Mark Caruso	Police-Parking Division	10/26/1987	
26	Patrick O'Neill	Police-Parking Division	1/4/1988	
26	Betsy Smith	Town Hall	5/2/1988	
26	Francis Moran*	Police Department	5/30/1988	
26	Janice Grady	Howe Library	6/27/1988	
26	Todd Bragg	Public Works	7/1/1988	
24	William Desch	Public Works	1/1/1990	
24	David Luther*	Police Department	8/20/1990	
24	Gail Schaal	Recreation/Senior Ctr.	10/29/1990	
23	Michael Evans*	Police Department	4/15/1991	
23	Richard Paulsen	Police Department	4/18/1991	
23	Lisa Camarra	Police Communications	12/18/1991	
22	Joanne Blais	Howe Library	7/1/1992	
22	Christopher McEwen	Police-Parking Division	12/8/1992	
20	Judith Stevens	Fire Department	1/02/1994	
20	Pamela Soren Smith	Howe Library	1/10/1994	
20	Bertram Hennessy	Fire Department	3/13/1994	
20	Sue Bragg Girouard	Town Hall	5/23/1994	
20	Mary Ryan	Howe Library	8/08/1994	
20	Jeffrey Fleury	Police Department	10/13/1994	
20	Amelia Jane Talbert	Howe Library	10/17/1994	

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

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

Police	9
Public Works	5
Howe Library	7
Fire	3
Parks & Recreation	2
Town Hall	2

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TOWN OF HANOVER

TOWN MODERATOR'S  
MESSAGE

&

2015  
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. Last year's Town Meeting proceeded expeditiously and we hope to again send everyone home at a good hour.

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 may be considered and voted upon before another is proposed.
- 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.
- A request for secret ballot may be made in writing by at least 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 and non-repetitive 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 must address their comments to the Moderator. If questions are raised by the Meeting, 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 or decisions having costs not already budgeted may be taken under the "any other business" article. This final warrant is the place for votes of appreciation or recognition, and the Moderator will only call for "ayes."

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 participating in 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 12, 2015** IN THE GYMNASIUM OF THE HANOVER HIGH SCHOOL, 41 LEBANON STREET, HANOVER, NH, 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 TWENTY WILL BE PRESENTED, DISCUSSED AND ACTED UPON BEGINNING AT 7:00PM IN THE GYMNASIUM OF THE HANOVER HIGH SCHOOL, 41 LEBANON STREET, HANOVER, NH.

**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 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 clarify four parts of the Zoning Ordinance:

- With the passage of the Downtown zoning district, the “B-1” and “B-2” zoning districts were eliminated, resulting in a single “B” zoning district. This amendment proposes to designate any of the references to the “B” district as “B” and to eliminate any remaining references to “B-1” and “B-2”.
- There is no provision for a Manufactured Housing Sales Lot as either a Permitted Use or a Use Permitted by Special Exception. In order to establish a Manufactured Housing Sales Lot, a Variance would need to be granted for that use. This amendment proposes the elimination of section 601.2 that refers to Manufactured Housing Sales Lot and renumbering section 601.3.

- The definition of “Setback, Front” appears to have an internal conflict. This amendment proposes the revision of the definition to eliminate any perceived conflict in the language.
- Section 1002 refers to a “Use Permit”. For many years there has been no separate use permit utilized by the Planning and Zoning Department. This is because over the years the original “Zoning and Use Permit” was eliminated as a separate permit form and the zoning permitting application form was combined with the building code application form to be a “Zoning and Building Permit Application.” The proposal is to add to Section 1001 those sections of Section 1002 that describe situations in which a permit is required, eliminate Section 1002 and renumber the list in Section 1001 to accommodate the two parts of Section 1002 moved to Section 1001.

At a public hearing held on March 10, 2015, 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:

Adjust Section 503 to remove the cap on the number of dwelling units in a Continuing Care Retirement Community (CCRC); and clarify the CCRC definition and development criteria. Changes to the Ordinance by Section are:

404.1 Add employee parking requirements mirroring requirements for “Hospitals, Nursing and Convalescent homes”.

503.1 Eliminate all references to “RR” District that are made null and void by a previously adopted amendment. Provide an updated definition for CCRC.

503.3.A Eliminate all references to “RR” District that were made null and void by previously adopted amendment.

503.4.B Eliminate all references to a maximum dwelling unit cap.

503.5.B Add the words “gross site” to clarify the area to be set aside for open space and recreation.

503.5.E Add requirements regarding a CCRC’s services, facilities, and amenities.

Section 902 Definition:

Revise the definition of Continuing Care Retirement Community to provide a definition less dated and more consistent with the industry definition.

At a public hearing held on March 10, 2015, 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 create a new zoning district which allows for higher density residential development. To accommodate the new district, the West Wheelock Gateway District (WWG) along West Wheelock Street, the following sections of the Zoning Ordinance are proposed for amendment:

- New table 204.11 West Wheelock Gateway District to be added
- Section 201 Establishment of Districts
- Table 204.4 Institution
- Section 303 Principal Buildings Including Dwellings on Lots
- Section 309 Location of Driveways
- Section 313 Obstruction of Vision
- Section 323 Noise Standards
- Section 404 Off-Street Parking Requirements
- Article IX Definitions:
  - Amend “Family, Unrelated”
  - Amend “Neighborhood Retail Sales”
  - Add a new definition of “Build-to Area”
  - Add a new definition of “Laundromat”
  - Add a new definition of “Property Management Office”
  - Add a new definition of “Story”
  - Add a new definition of “Yard”
- Modify the zoning maps to show the new boundaries of the SR-1, GR-1, GR-2, I and WWG districts.

At a public hearing held on March 24, 2015, 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:

Delete Section 209.4 A.

Add a new section 209.4 A 1 which changes the current method of measuring height in the “GR” and “SR” zoning districts.

Add a new section 209.4 A 2 which specifies how height will be measured in other zoning districts.

Add a new section 209.4 G which establishes for the “GR-1”, “GR-2” and “GR-3” zoning districts circumstances when the maximum height for multi-family buildings may be permissible by Special Exception.

Add a new section 209.4 H which establishes for the “RR” and “F” zoning districts circumstances permissible by Special Exception when the maximum height of accessory buildings used for agricultural purposes may exceed the maximum height permitted otherwise in Section 204.

Delete the definition of building height in Section 902.

At a public hearing held on March 10, 2015, the Hanover Planning Board voted to recommend that Town Meeting **not 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 \$32,925 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, a sub-accounting of the General Fund Undesignated Fund Balance, 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 2013-2014. 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 5 Against 0 Absent 0

**ARTICLE NINE:** To see if the Town will vote to raise and appropriate \$32,925 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, a sub-accounting of the General Fund Undesignated Fund Balance, 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 2013-2014. 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 5 Against 0 Absent 0

**ARTICLE TEN:** To see if the Town will vote to raise and appropriate \$33,870 for deposit into the Municipal Transportation Improvement Fund, and to authorize funding of this amount by transfer from the Transportation Improvement Fee Reserve, a sub-accounting of the General Fund Undesignated Fund Balance, 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 2013-2014.

Selectmen For 5 Against 0 Absent 0

**ARTICLE ELEVEN:** To see if the Town will vote to raise and appropriate \$1,224,773 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
Building Maintenance and Improvement Capital Reserve Fund	\$438,883
Dispatch Equipment and Dispatch Center Enhancements Capital Reserve Fund	\$25,000
Fire Department Vehicle and Equipment Capital Reserve Fund	\$143,090
Highway Construction and Maintenance Equipment Capital Reserve Fund	\$95,000
Parking Operations Vehicles and Parking Facility Improvements Capital Reserve Fund	\$135,000
Police Vehicles and Equipment Capital Reserve Fund	\$103,000
Road Construction and Improvements Capital Reserve Fund	\$47,500
Sewer Equipment and Facilities Improvements Capital Reserve Fund	\$130,000

Water Treatment and Distribution Equipment and System Capital Reserve Fund	\$56,300
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Selectmen For 5 Against 0 Absent 0

**ARTICLE TWELVE:** To see if the Town will vote to raise and appropriate \$1,647,669 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>Renovations at Public Works Facility (HVAC, flooring); Salt Storage Shed; Howe Library Carpet Replacement</i>	\$476,700
Bridge Replacement and Renovation Capital Reserve Fund <i>Ruddsboro Road Bridge 144/85</i>	\$130,000
Dispatch Equipment and Dispatch Center Enhancements Capital Reserve Fund <i>Town Match for Grant-Funded Console Replacement</i>	\$90,000
Highway Construction and Maintenance Equipment Capital Reserve Fund <i>Truck and Line Painter; Mowers and Mowerhead</i>	\$135,200
Police Vehicles and Equipment Capital Reserve Fund <i>Cruiser Fleet Replacement (6 fully equipped vehicles); cruiser laptops, cruiser videos, ballistic vests)</i>	\$300,615
Road Construction and Improvements Capital Reserve Fund <i>Traffic Signal Replacement at Lebanon and Summer Streets</i>	\$130,000
Fire Department Vehicle and Equipment Capital Reserve Fund <i>SUV and Replacement of Self-Contained Breathing Apparatus</i>	\$216,154
Parking Vehicles and Facilities Improvements Capital Reserve Fund <i>Brick Sealing in the Parking Garage and Replacement of Pay and Display Kiosks</i>	\$44,000
Sewer Equipment and Facilities Improvements Capital Reserve Fund <i>Backhoe for Line Maintenance Work</i>	\$47,500
Water Treatment and Distribution Equipment and System Capital Reserve Fund <i>Ranger Truck and Backhoe for Line Maintenance Work</i>	\$77,500

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, 2020, whichever is sooner.

Selectmen For 5 Against 0 Absent 0

**ARTICLE THIRTEEN:** To see if the Town will vote to authorize the purchase of a .25 acre parcel located at 46 Lebanon Street, Tax Map 34, Lot 83, for the purchase price of \$500,000, and to raise and appropriate that sum for this purpose by the utilization of \$280,000 of General Fund Undesignated Fund Balance, the utilization of \$170,000 from the accumulated HealthTrust return of surplus (a sub-accounting of the General Fund Undesignated Fund Balance), and a withdrawal of \$50,000 from the Land and Capital Improvement Fund. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until this work is complete or June 30, 2020, whichever is sooner.

Selectmen                      For    5                      Against    0                      Absent    0

**ARTICLE FOURTEEN:** To see if the Town will vote to raise and appropriate \$67,434 for substantial funding of a Lyme Road multi-use path and 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, VI and will not lapse until these improvements are complete or June 30, 2020, whichever is sooner.

Selectmen                      For    5                      Against    0                      Absent    0

**ARTICLE FIFTEEN:** To see if the Town will vote to raise and appropriate \$21,920 for substantial funding of improvements to the Wilson’s Landing trail system and to fund this appropriation by authorizing the withdrawal of this sum from the Land and Capital Improvements Fund. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until these improvements are complete or June 30, 2020, whichever is sooner.

Selectmen                      For    5                      Against    0                      Absent    0

**ARTICLE SIXTEEN:** To see if the Town will vote to approve the cost items contained in a two year collective bargaining agreement which expires on June 30, 2017, approved by the Board of Selectmen on April 6, 2015, between the Town of Hanover and the American Federation of State and County Municipal Employees (AFSCME), Local 193, which calls for the following increase in salaries and benefits.

<u>Year</u>	<u>Estimated Increase</u>
2015-2016	\$32,237
2016-2017	\$47,106

And further to raise and appropriate the sum of \$32,237 for 2015-2016 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    5                      Against    0                      Absent    0

**ARTICLE SEVENTEEN:** To see if the Town will vote to approve the cost items contained in a two year collective bargaining agreement which expires on June 30, 2017, approved by the Board of Selectmen on April 6, 2015, between the Town of Hanover and the International Association of Firefighters (IAFF), Local 3288, which calls for the following increase in salaries and benefits.

<u>Year</u>	<u>Estimated Increase</u>
2015-2016	\$54,367
2016-2017	\$27,818

And further to raise and appropriate the sum of \$54,367 for 2015-2016 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	5	Against	0	Absent	0
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**ARTICLE EIGHTEEN:** To see if the Town will vote to raise and appropriate \$22,629,200 to pay the operating expenses of the Town for the 2015-2016 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	5	Against	0	Absent	0
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**ARTICLE NINETEEN:** (By Petition) To see if the Town will raise and appropriate the sum of \$15,000 to support Project VetCare services provided for the residents of Hanover.

Selectmen	For	0	Against	5	Absent	0
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**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 6th day of April, 2015.

**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 12, 2015**.

**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 12, 2015) 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 Eighteen - takes place at an open meeting, called the “Business Meeting”, which begins at 7:00 p.m. on Tuesday, May 12th, 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 12<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 12, 2015 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 Nancy Carter and Jay Buckey, are up for election in 2015 for a three-year term. Nancy Carter is seeking re-election but Jay Buckey has chosen not to run for re-election. Joanna Whitcomb is seeking election to the position being vacated by Jay Buckey.

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, Ginger Boitnott, is seeking re-election to another 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, Judson (Jay) Pierson, 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 A that follows this section of the Town Report.*

### **Article Two: Amendment No. 1: Clarify four parts of the Zoning Ordinance:**

At a public hearing held on March 10, 2015, the Hanover Planning Board voted to recommend that Town Meeting **adopt** this zoning amendment.

With the passage of the Downtown zoning district, the "B-1" and "B-2" zoning districts were eliminated, resulting in a single "B" zoning district. This amendment proposes to designate any of the references to the "B" district as "B" and to eliminate any remaining references to "B-1" and "B-2".

There is no provision for a Manufactured Housing Sales Lot as either a Permitted Use or a Use Permitted by Special Exception. In order to establish a Manufactured Housing Sales Lot, a Variance would need to be granted for that use. This amendment proposes the elimination of section 601.2 that refers to Manufactured Housing Sales Lot and renumbering section 601.3.

The definition of “Setback, Front” appears to have an internal conflict. This amendment proposes the revision of the definition to eliminate any perceived conflict in the language.

Section 1002 refers to a “Use Permit”. For many years there has been no separate use permit utilized by the Planning and Zoning Department. This is because over the years the original “Zoning and Use Permit” was eliminated as a separate permit form and the zoning permitting application form was combined with the building code application form to be a “Zoning and Building Permit Application.” The proposal is to add to Section 1001 those sections of Section 1002 that describe situations in which a permit is required, eliminate Section 1002 and renumber the list in Section 1001 to accommodate the two parts of Section 1002 moved to Section 1001.

**Article Three: Amendment No. 2: Amend Section 503 to remove the cap on the number of dwelling units in any particular Continuing Care Retirement Community (CCRC); and clarify the CCRC definition and development criteria.**

At a public hearing held on March 10, 2015, the Hanover Planning Board voted to recommend that Town Meeting **adopt** this zoning amendment.

Changes to the Ordinance by Section are:

404.1 Add employee parking requirements mirroring requirements for “Hospitals, Nursing and Convalescent homes”.

503.1 Eliminate all references to “RR” District that are made null and void by a previously adopted amendment. Provide a definition for CCRC .

503.3.A. Eliminate all references to “RR” District that were made null and void by previously adopted amendment.

503.4.B Eliminate all references to a maximum dwelling unit cap.

503.5.B Add the words “gross site” to clarify the area to be set aside for open space and recreation.

503.5.E Add requirements regarding a CCRC’s services, facilities, and amenities.

Section 902 Definition

Revise the definition of Continuing Care Retirement Community to provide a definition less dated and more consistent with the industry definition.

**Article Four: Amendment No. 3: Create a new zoning district which allows for higher density residential development along West Wheelock Street.**

At a public hearing held on March 24, 2015, the Hanover Planning Board voted to recommend that Town Meeting **adopt** this zoning amendment.

West Wheelock Street runs from the Connecticut River to the Hanover plain. The steep, highly erodible slopes on either side of the street create a deep valley with a comforting sense of enclosure. This is in great contrast to the expansive openness experienced once a traveler arrives at the “Inn

corner,” an intersection distinguished by the iconic Dartmouth College Green and Hanover Inn, literally where the downtown and College meet.

West Wheelock Street is the main route to Hanover’s downtown and the Dartmouth College campus from Vermont and I-91. Daily traffic volumes run approximately 1100 vehicles during the morning peak hour and 1300 vehicles in the evening peak hour. Sidewalks flank the length of both sides of West Wheelock Street. This popular and convenient residential neighborhood boasts over 170 housing units. Water and sewer service can accommodate growth in this area.

The housing along the street is mixed with single family homes, single family homes converted to multiple unit structures, town houses, and larger multi-family structures.

This area is designated in the 2003 Master Plan as one where higher density should be accommodated. To that end, in November 2013, a Plan NH Design Team held a charrette to determine a new vision for this area. The goals of the Plan NH effort were to:

- Become a more inviting entrance to our downtown and the College Campus that reflects well on our community;
- Become a place with significantly increased housing density with incentives for workforce housing;
- Improve the safety of pedestrian routes to the College campus, downtown and public open space; and
- Maintain a functional traffic corridor that accommodates our high traffic volumes but has more limited access from abutting properties and a creative parking plan.

A complementary amendment will be made to the Site Plan Regulations to provide:

- Design guidelines for new residential development
- Streetscape guidelines including improvements addressing pedestrian safety
- Stormwater guidelines

To accommodate the new district, the West Wheelock Gateway District (WWG) along West Wheelock Street, the following sections of the Zoning Ordinance are proposed for amendment:

Add a new table 204.11 West Wheelock Gateway District. This will identify permitted uses: single family, two-family and multi-family residences, and parking facility. Uses allowed by Special Exception are limited to those that would be a convenience to the residents; commercial uses such as retail sales, restaurant, property management office and laundromat are limited in size to 1000 square feet.

Section 201 Establishment of Districts - to add the West Wheelock Gateway (WWG) district to the list of zoning districts.

Table 204.4 Institution - to allow building heights in the “I” zoning district adjacent to the WWG district to be 60 feet.

Section 303 Principal Buildings Including Dwellings on Lots - to allow more than one principal building on a lot in the WWG district as is allowed in the “I”, “BM”, “OL”, “D”, and “B” districts, and in planned residential developments and continuing care retirement communities.

Section 309 Location of Driveways - to allow for driveways to be located according to the same standards as are allowed in the “D” zoning district.

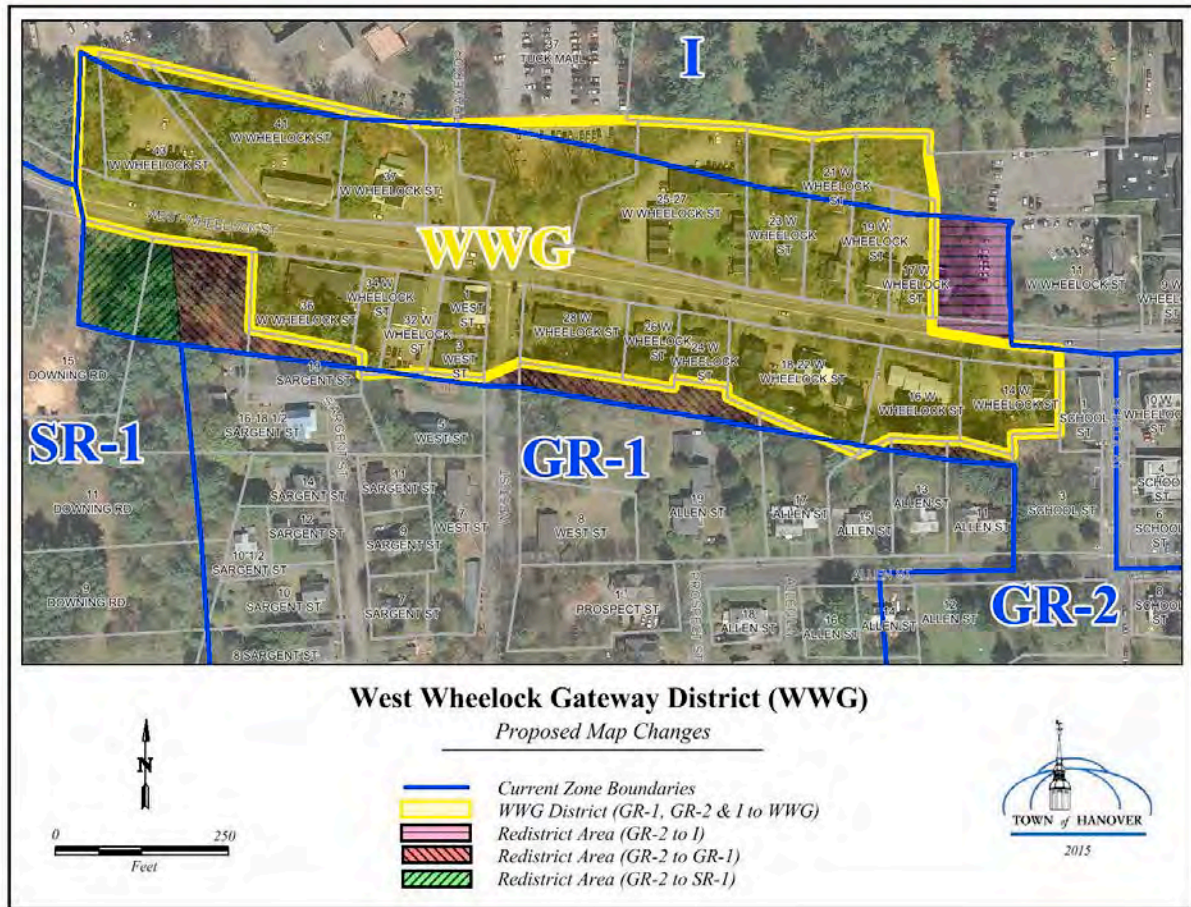
Section 313 Obstruction of Vision - to allow by Special Exception a waiver of this requirement as is permitted in the “BM”, “B”, “D”, “OL” and “I” zoning districts.

Section 323 Noise Standards - to set a noise standard for the district and to ensure that measurement of noise in this district is made at the elevation of the foundation of the closest residential structure in adjoining “GR” and “SR” districts to give neighbors an additional level of protection from noise.

Section 404 Off-Street Parking Requirements - are established for the residential and limited non-residential uses in the proposed district.

#### Article IX Definitions

- Amend “Family, Unrelated”- to allow not more than five unrelated individuals to occupy dwelling units of three or more bedrooms but only in the WWG district.
- Amend “Neighborhood Retail Sales”- to include WWG district as one in which this use can be located.
- Add a new definition of “Build-to Area”- to designate a part of the lot into which buildings must be built in order to encourage efficient land use and good streetscape design.
- Add a new definition of “Laundromat”- to allow that use in a location that will be convenient to the residents of the district.
- Add a new definition of “Property Management Office”- so that property management offices are convenient to residents and to foster quality management.
- Add a new definition of “Story”- so that building height can be limited to four stories in the district.
- Add a new definition of “Yard”- to create an area of land around every building that is free of parking and structures.
- Modify the zoning maps to show the new boundaries of the SR-1, GR-1, GR-2, I and WWG districts as shown on the following map:



**Article 5: Amendment No. 4: Change the way height is measured and regulated.**

At a public hearing held on March 10, 2015, the Hanover Planning Board voted to recommend that Town Meeting **not adopt** this zoning amendment.

Delete Section 209.4 A which states how height is measured.

Add a new section 209.4 A 1 which changes the current method of measuring height in the “GR” and “SR” zoning districts.

Add a new section 209.4 A 2 which specifies how height will be measured in other zoning districts.

Add a new section 209.4 G which establishes for the “GR-1”, “GR-2” and “GR-3” zoning districts circumstances when the maximum height for multi-family buildings may be permissible by Special Exception.

Add a new section 209.4 H which establishes for the “RR” and “F” zoning districts circumstances permissible by Special Exception when the maximum height of accessory buildings used for agricultural purposes may exceed the maximum height permitted otherwise in Section 204.

Delete the definition of building height in Section 902.

Included in the petitioned amendment are changes to the lot coverage in the “SR” and “GR” zoning districts. These lot coverage amendments have already been approved by Town Meeting and are currently part of our Zoning Ordinance.

**Table 204.5 "GR" General Residence**

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

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

\* 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.

**BUSINESS MEETING VOTING**  
**ARTICLES SIX THROUGH TWENTY**

**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 \$32,925 equal to one-half of the Land Use Change Tax revenue from the fiscal year 2013-2014 (total of \$65,850) 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 balance of roughly \$53,995, prior to action on this or any other article on this warrant.

The Board of Selectmen voted 5-0 to support this warrant article during the Pre-Town Meeting public hearing held on April 6, 2015.

#### **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 2013-2014 Land Use Change Tax revenue (\$32,925) 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 approximately \$242,700, prior to action on this or any other article on this warrant.

The Board of Selectmen voted 5-0 to support this warrant article during the Pre-Town Meeting public hearing held on April 6, 2015.

#### **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 2013-2014 totaling \$33,870 into the Municipal Transportation Improvement Fund. The current unencumbered balance in this Fund is roughly \$73,758, prior to action on this or any other article on this warrant.

The Board of Selectmen voted 5-0 to support this warrant article during the Pre-Town Meeting public hearing held on April 6, 2015.

#### **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 2015-2016. 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. At last year's Town Meeting \$1,091,340 was authorized as payments into existing capital reserve funds; this warrant article recommends payments totaling \$1,224,773.

The Board of Selectmen voted 5-0 to support this warrant article during the Pre-Town Meeting public hearing held on April 6, 2015.

## **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. 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 of \$1,647,669 from the specified Capital Reserve Funds for purchases of equipment and vehicles, or for other stipulated purposes of the Fund.

The Board of Selectmen voted 5-0 to support this warrant article during the Pre-Town Meeting public hearing held on April 6, 2015.

## **Article Thirteen: Appropriation of Funds to Purchase 46 Lebanon Street for Potential Community Center Expansion**

The Town has signed a letter of intent to purchase the .25 acre parcel located at 46 Lebanon Street -- which is adjacent 44 Lebanon Street which the Town purchased with donated funds in June of 2013 and which is also adjacent to the Summer Park residential complex, the Richard W. Black Community and Senior Center and the municipal parking lot located at 46 Lebanon Street. A map identifying the location of the property follows in Appendix B. The property, owned by Elizabeth Hewitt, contains a single family home and a two-car detached garage. The agreed-upon purchase price is \$496,000 which is based on an appraisal conducted by the seller.

When the Town acquired the property on which the current Community Center resides, we did so knowing it was ideal for its in-town location but had limitations in terms of the ability for the Town to construct a full size gymnasium to serve the community. Currently, the Town must rely on the availability of the Ray and Richmond Middle School gymnasiums to run all of our Recreation Department programs and the demand for gym space far exceeds the number of hours made available to the Town by the School District. The Town is also required to pay for the gym time it utilizes in the School's gyms. The High School gym is not available for Town use for Recreation Department programs. If the Town acquires the 46 Lebanon Street parcel and merges it with the adjoining Community Center and 44 Lebanon Street parcels, the newly enlarged parcel will accommodate the addition of a regulation gymnasium attached to the south side of the Community Center building. As well as construction of additional parking required by zoning. See Appendix B.

Addition of a regulation gym would enable the Town to offer many more exercise classes during the school day (including expanded senior exercise classes that are now size limited given the smaller size of the Community Center's multi-purpose room), to accommodate more frequent practices for our many elementary and middle school basketball teams, and to enable open gym time for volleyball, floor hockey, pick-up basketball, martial arts, etc.

As such, Article Fifteen seeks Town Meeting authorization to acquire the 46 Lebanon Street parcel. Three funding sources would be tapped to fund the \$500,000 purchase (\$496,000 plus modest closing costs): \$280,000 is funded from Undesignated Fund Balance; \$170,000 from return of surplus received from HealthTrust as part of a court-ordered decision affecting all municipalities who are HealthTrust members; and \$50,000 from the Land and Capital Improvements Fund. No tax rate increase will result from this purchase nor will issuance of a bond be required.

The Town has spent the past 18 months working with the architect who did the original design for the Richard W. Black Community and Senior Center and has finalized a preliminary design of the facility.

The design calls for the building to straddle the 44 and 46 Lebanon Street parcels with the bulk of the additional parking accommodated on the western half of the 44 Lebanon Street parcel. If the acquisition of 46 Lebanon Street is approved, Town staff will move forward to finalize the cost estimates for the gym construction and initiate the fundraising campaign with the hope of returning to Town Meeting in May of 2016 with a request for partial funding for the construction.

The Board of Selectmen voted 5-0 to support this warrant article during the second Pre-Town Meeting public hearing held on April 6, 2015.

#### **Article Fourteen: Appropriation of Funds for Construction of Multi-Use Bicycle and Pedestrian Path on Lyme Road**

Both the *Safe Routes to School* travel plan and the Bicycle Pedestrian Committee *Master Plan* identify Lyme Road from the intersection of Park & College Streets to the intersection of Reservoir Road as a priority pedestrian and bicycle route for school children, bicycle commuters and recreation enthusiasts. The plans recommend improvements to encourage more pedestrian and bicycle traffic along this busy road in the form of a multi-use-path (MUP). The construction of a MUP will enable more school children to bike to school, slow traffic speeds, provide safer facilities for pedestrians, provide shading and reduce the hardscape. The plan includes narrowing the roadway to 12' and shoulders to 5' north bound (bike lane) and 2' south bound constructing a 5' raised tree esplanade and a 10' wide MUP. All work will be within the current road and sidewalk footprint and be completed by Town forces. Construction will be done at an opportune time as the roadway is scheduled for resurfacing. Savings from reducing the pavement width by narrowing the vehicle travel way and shoulders will reduce the cost of the MUP by over \$100,000. A photo depicting the current location of the sidewalk and the proposed improvements follows in Appendix C.

The Board of Selectmen voted 5-0 to support this warrant article during the Pre-Town Meeting public hearing held on April 6, 2015.

#### **Article Fifteen: Appropriation of Funds for Construction of Improvements for Wilson's Landing**

Wilson's Landing located just off Route 10 is the Town's only public boat launch facility on the Connecticut River. The Landing was donated to the Town in 1972 by Wilson and Clarisse Fullington to "provide access to the public to the Connecticut River for boating and recreational purposes and to provide access for firefighting equipment". Users will find a ramp for boat launching from a trailer, a rowing dock designed to accommodate rowing shells and other small craft, and a smaller dock for waterfront activities. Wilson's Landing has been well used and loved and needs a few improvements to better utilize the limited space and to make the Landing more welcoming for all users.

The appropriation in this article is proposed to be used for organizing the parking to accommodate both vehicles and boat trailers while being protective of the shoreline that stabilizes the waterfront peninsula. Re-location of the portable toilets and installation of new bollards and plantings will help organize and beautify the Landing. A site plan outlining the proposed improvements is included as Appendix D.

A passive recreation area with grass and trees is proposed for use by nature lovers and by those who like to watch the waterfront activity. The access road will be signed and provided with speed bumps to slow traffic making it safer for pedestrians and vehicles alike. The current back water areas between the mainland and peninsula will be connected via a culvert to allow water to flow naturally behind the

peninsula allowing those backwaters to be flushed by the River's flow and a narrowing of the access drive. The creosote wall to which the Town dock has been anchored will be eliminated to allow more natural River flow-and the rocks along the shore will be moved to make better sitting areas and a place for canoe and kayak launching.

Our Town Department of Public Works will be providing the labor and equipment. The appropriation will be used for the purchase of materials associated with these improvements.

The Board of Selectmen voted 5-0 to support this warrant article during the Pre-Town Meeting public hearing held on April 6, 2015.

**Article Sixteen: Approval of Two Year Contract with Public Works Union Employees**

The current AFSCME Local 1348 collective bargaining agreement ("contract") covering all front line employees in the Public Works Department expires on June 30, 2015. A new contract has been agreed to for a two year period beginning July 1, 2015 and expiring June 30, 2017, subject to voter approval. In year one of the contract, the Town plans to implement market wage adjustments for each position as recommended by the firm of Condrey and Associates. These recommendations stem from the firm's comprehensive external review of the Town's classification and compensation system. These wage adjustments are designed to help the Town continue to attract and retain a high quality workforce by ensuring that positions are competitively compensated within the regional municipal job market, (at approximately the 72<sup>nd</sup> percentile). In year two of the contract, employees are to receive a 1.5% cost-of-living adjustment.

To fund wage increases within established budget targets, the contract authorizes certain changes to the point of service (POS) and HMO health plan options currently available to employees, designed to reduce the Town's premium costs. Employee co-pays for doctor visits and for certain prescription drugs purchased by mail will increase. The Town also will eliminate its indemnity health plan option, and instead offer a low premium, high deductible health plan (HDHP) option, which employees can pair with a health savings account to fund out of pocket medical expenses. In addition, starting in July of 2016, the Town will begin crediting employees for the Town's share of health insurance premiums based on the cost of the Town's HMO plan, instead of basing these credits on the more expensive point of POS plan.

The cost item of \$32,237 for the AFSCME contract represents the projected FY 2015-16 cost of agreed-upon wage increases plus the associated cost of employer-paid benefits (social security, Medicaid, New Hampshire Retirement System contribution) for AFSCME members.

The Board of Selectmen voted 5-0 to support this warrant article during the Pre-Town Meeting public hearing held on April 6, 2015.

**Article Seventeen: Approval 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, 2015. A new contract has been agreed to for a two year period beginning July 1, 2015 and expiring June 30, 2017, subject to voter approval. In year one of the contract, the Town plans to implement market wage adjustments for each position as recommended by the firm of Condrey and Associates. These recommendations stem from the firm's comprehensive external review of the Town's classification and compensation system. These wage adjustments are designed

to help the Town continue to attract and retain a high quality workforce by ensuring that positions are competitively compensated within the regional municipal job market, (at approximately the 72<sup>nd</sup> percentile). In year two of the contract, employees are to receive a 1.5% cost-of-living adjustment.

To fund wage increases within established budget targets, the contract authorizes certain changes to the point of service (POS) and HMO health plan options currently available to employees, designed to reduce the Town’s premium costs. Employee co-pays for doctor visits and for certain prescription drugs purchased by mail will increase. The Town also will eliminate its indemnity health plan option, and instead offer a low premium, high deductible health plan (HDHP) option, which employees can pair with a health savings account to fund out of pocket medical expenses. In addition, starting in July of 2016, the Town will begin crediting employees for the Town’s share of health insurance premiums based on the cost of the Town’s HMO plan, instead of basing these credits on the more expensive point of POS plan.

The cost item of \$54,367 for the IAFF contract represents the projected FY 2015-16 cost of the agreed-upon wage increases plus the associated cost of employer-paid benefits (Medicaid and New Hampshire Retirement System contribution) for IAFF members.

The Board of Selectmen voted 5-0 to support this warrant article during the Pre-Town Meeting public hearing held on April 6, 2015.

**Article Eighteen: Proposed Municipal Budget for Fiscal Year 2015-2016**

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 2015-2016.

Appropriation for the Proposed Municipal Budget for FY 2015-2016	\$22,629,200
Appropriation for Payment into Various Capital Reserve Funds (Warrant Article #11)	\$1,224,773
Appropriation for Purchases to be Funded from Withdrawals from Various Capital Reserve Funds (Warrant Article #12)	\$1,647,669
Purchase of 46 Lebanon Street (Warrant Article #13)	\$500,000
Appropriation for Purchases to be Funded from Municipal Transportation Improvements Fund (Warrant Article #14)	\$67,434
Wilson’s Landing Trails Improvements (Warrant Article #15)	\$21,920
Contract with Public Works Union Employees (Warrant Article #16)	\$32,237
Contract with Fire Union Employees (Warrant Article #17)	\$54,367
Grand Total of All Funds – See Budget Overview	\$26,177,601

The Board of Selectmen voted 5-0 to support this warrant article during the Pre-Town Meeting public hearing held on April 6, 2015.

**Article Nineteen: Funding Request for Project VetCare (By Petition)**

This warrant article was submitted by petition and will be presented for discussion by the petitioners. Funding in the amount of \$15,000 is sought for FY 2015-16.

The Board of Selectmen voted 0-5 not to support this warrant article during the Pre-Town Meeting public hearing held on April 6, 2015.

**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~~.

### Article Two: Zoning Amendment No. 1

#### **Clarify Four Parts of the Zoning Ordinance:**

Section 201 – Establishment of Districts,  
“B” ~~Retail~~ Business  
~~B-1 Neighborhood Business~~

Table 204.2B  
“B” ~~Retail~~ Business

Objective: The areas for the ~~Retail~~ Business District are designed to provide in selected locations throughout the community, but separate from the Downtown Districts, sites for retail sales and services that are needed to serve the community.

#### Area and Dimensions:

District B ~~+~~; and  
in footnote “i”, second sentence: In all other cases in B-~~+~~ there shall be no side setback requirement.

Section 209.4 E - Special Exceptions may be allowed to permit the construction of Buildings in excess of the maximum heights allowable under Section 204 in the B-~~+~~ and D-1 districts ...

Section 209.4 E last paragraph - The foregoing required findings of the Board shall constitute conditions of any permit granted by it, authorizing a Special Exception to exceed any maximum height limitations as prescribed in Section 204 for a building in the B-~~+~~, D-1, BM, or OL districts.

Section 210.1 H – Residential Use in B-~~+~~ district: Single family residential use in B-~~+~~ when concurrent with a permitted use.

Section 323.1 A –Use District B represents the BM, B-~~+~~, D-1, D-2, OL and I Zoning Districts.

Section 327.3 – Buildings located in whole or in part within 100 feet of the front property line along Lyme Road in B-~~+~~, RO, OL or GR Zoning Districts ....

Section 408 – An applicant or group of applicants proposing to use property or properties located in the Service Business and Limited Manufacturing (BM), ~~Neighborhood Business (B-~~+~~)~~, Office and Laboratory (OL), and Institution (I) zoning districts ....

Hanover Town-wide and Urban Area Zoning Maps, change the legends:

~~B-1 Neighborhood Business~~; and the district labels: B-~~+~~



~~Section 601.2 In an approved manufactured housing sales lot.~~

Section ~~601.3~~ **601.2** In an approved manufactured housing subdivision.

Section 902, “Setback, Front”:

Minimum required distance between the front lot line and the front line of a building or structure extended to side lot lines of the lot. ~~The front setback shall be measured from the street front lot line to the front line of the building or structure, except that, w~~ Where applicable, the front setback shall be as shown on the *map entitled “Downtown Area Setback Line”* map referenced in Section ~~202~~ *dated May 14, 2002*.

Section 1001.1:

**Section 1001 Zoning Permit**

1001.1 Written application for a Zoning Permit must be filed with the Town of Hanover for any of the following, and, except as provided in applicable statutes of the State of New Hampshire, until a permit has been obtained from the Zoning Administrator (or, if the permit is denied, until the Zoning Board of Adjustment has directed that a permit be issued), none of the following shall be commenced:

- A. The erection or use of any new building, exterior sign or other structure.
- B. The relocation of any building, structure, exterior sign, or part thereof.
- C. The alteration of any building or structure resulting in an expansion of the footprint in any direction or an expansion of the volume in any way.
- D. An increase in the area or the lighting of a sign regulated under Section 317.
- E. A change in the non-conforming use of structures or land;**
- F. The occupancy of vacant land for any purpose except the raising of crops;**
- ~~E. G.~~ Any use of premises that would constitute a departure from the terms of this Ordinance, including, without limiting the generality of the foregoing, a change in the nature of the use of any building or premises to a non-conforming use from any lawful prior use, or the expansion of any existing lawful non-conforming use.
- ~~F.H.~~ Any change in lot size or shape that would result in a violation of area or dimensional regulations.

Section 1002:

**Section 1002 Use Permit**

~~1002.1 Use Permit shall be required for any of the following:~~

- ~~A. Change in the non-conforming use of buildings or land.~~
- ~~B. Occupancy of vacant land for any purpose except the raising of crops.~~

~~1002.2 Application and issuance of a Use Permit will be the same as for a Zoning Permit in Section 1001.~~

**Article Three: Zoning Amendment No. 2**

**Amend Section 503 to Remove the Cap on the Number of Dwelling Units in any Particular Continuing Care Retirement Community (CCRC); and Clarify the CCRC Definition and Development Criteria.**

Section 404 Schedule of Requirements

404.1 In all districts off-street parking spaces shall be provided as follows:

Use Category: Minimum Parking Spaces Required:

Continuing eCare rRetirement *Community* 1.5 per dwelling unit **plus 1 for each 1.5 employees based on highest expected average employee occupancy.**

503.1 Objective:

The objectives of a **CCRC** are to allow a more useful and flexible *provision for senior* housing in ~~the RR and GR District~~, so as to promote the most appropriate use of land for this purpose; to facilitate economical and efficient provisions of public services; to allow land use patterns which preserve trees, outstanding natural topography and geological features, and prevent soil erosion; to preserve the natural and scenic qualities of the open land in the Town for conservation and recreation; **and to include a variety of interrelated services, facilities, and amenities for the use and convenience of the CCRC’s residents, guests, and staff, operated in a way that does not encourage use by the general public as a separate primary use.** ~~neighborhood retail sales are allowed in the RR District only.~~

~~[Editorial Note: By action of the 2006 Hanover Town Meeting, Continuing Care Retirement Communities are not permitted in the Rural Residence (RR) district.]~~

503.3 Area and Setbacks:

A. Minimum areas of land for a Continuing Care Retirement Community: The minimum area of land must be not less than 50 acres.

503.4. B. There must be a minimum of 100 dwelling units. ~~and the maximum number shall not exceed 250 dwelling units.~~ Any units used for staff dwelling are counted as dwelling units. **Health Center rooms (i.e., licensed assisted living, intermediate and skilled nursing rooms) within a CCRC are not counted as dwelling units.**

503.5. B. A minimum of 35% of the **gross site** area shall be retained for open space and outdoor recreational activities.

**503.5.E. A CCRC must have common facilities, which may include licensed assisted living, intermediate and skilled nursing facilities primarily for and adequate to meet the needs of its residents, and other services, facilities and amenities for the health, wellness and convenience of residents.**

Section 902 Term Definition

Continuing Care Retirement Community (CCRC):

A community for ~~the elderly~~ **older adults** which includes a contract for ~~lifetime~~ **housing, services, and health care of for** the residents.

**Article Four: Zoning Amendment No. 3**

**Establish the West Wheelock Gateway District**

**Amendment to Section 201 Establishment of Districts**

Add to the existing list:

**WWG            West Wheelock Gateway**

**Amendment to Table 204.4 “I” Institution**

**Setback Requirements:**

For Buildings on lots adjoining residential districts the minimum side and rear setbacks adjoining the districts shall be 75 feet. The required front setback shall be 20 feet. For properties in the Institution District on which a setback line is shown on the Downtown Area Setback Line map, the minimum front setback shall be the distance established by the line shown on the Downtown Area Line map. In all other cases, **including the West Wheelock Gateway District**, there shall be no side or rear setback requirements.

Maximum Height:

Sixty(60) feet, except that the maximum height shall be 35 feet within 150 feet of a **GR, SR, RO and RR** residential district. *The maximum height of sixty(60) feet is permitted for buildings at any distance from the West Wheelock Gateway District.* In cases where the land slopes downward from the street, the buiding height measured on any face other than the front shall not exceed 75 feet. See also Section 209.4.

**Add a new section 204.11**

**Table 204.11**

**West Wheelock Gateway District**

**Objective:**

*The West Wheelock Gateway District is established to promote increased residential use in and near downtown Hanover within transit, sidewalk, and water and sewer service areas. This is a pedestrian-oriented neighborhood served by both the Appalachian Trail and a high volume vehicular gateway to the College campus and Hanover’s commercial center.*

*The goal of the West Wheelock Gateway District is to increase the number of residential units. Limited retail use is permitted as a convenience to the residents of the neighborhood.*

*A number of development tools are provided to allow flexibility in building massing, housing unit arrangement, and satisfaction of parking requirements. A variety of parking situations may satisfy the required parking.*

*Public and private investments will be used to improve safety for motorists, pedestrians and bicyclists and maintain the infrastructure needed to support the safe use of this busy place.*

*Architectural standards for the West Wheelock Gateway District are included in the Site Plan Regulations in order to optimize the impact of the residential use of the area and reinforce the aesthetic standards of development in Hanover.*

**Uses:**

Permitted Uses:

1. Single Family Dwelling
2. Two-Family Dwelling
3. Multi-Family Dwelling
4. Parking Facility
5. Use accessory to permitted use

Allowed by Special Exception:

1. Neighborhood Retail Sales
2. Restaurant
3. Property Management Office
4. Laundromat
5. Use accessory to Special Exception

**Area and Dimensions:**

Minimum lot size 10,000 square feet

Front setback 10’

Rear setback

-adjacent to “I” district 0’

-adjacent to a residential district 10’

Yard- Each building must have at least a 5-foot side yard.

**Building front wall in build-to area-** For every building, there is a requirement that part of the building front wall be constructed in the build- to area. The difference in the distance between the part of the building front wall in the build- to area and the part of the building front wall out of the build-to area must be at least six feet.

<i>Building Length</i>	<i>Length of Building Front in Build-to Area</i>	
	<i>Minimum</i>	<i>Maximum</i>
<i>Less than or equal to 30 feet</i>	<i>75%</i>	<i>100%</i>
<i>Over 30 feet long</i>		
<i>With 4 stories in the Build-to area</i>	<i>50%</i>	<i>60%</i>
<i>With 3 stories in the Build-to area &amp; 4th story not in Build-to area</i>	<i>50%</i>	<i>70%</i>
<i>With 4 stories:</i>		
<i>entire 1st story in Build-to area;</i>		
<i>no portion of the 4th story in the Build-to area;</i>		
<i>lengths of 2 and 3<sup>rd</sup> stories in Build-to area</i>	<i>60%</i>	<i>80%</i>

To avoid long, monotonous building fronts, the minimum number of sections of building fronts must be as follows:

<i>Building Length</i>	<i>Distribution of Building in Build-to Area</i> <i>Minimum Number of Sections of Building Fronts</i>
<i>Over 30 feet but less than 90 feet</i>	<i>2</i>
<i>90 feet or more, and less than 210 feet</i>	<i>3</i>
<i>210 feet or more, and less than 450 feet</i>	<i>5</i>

**Building height-** Buildings may be no more than four stories above a garage or basement level. The maximum building height is 50 feet for lots fronting on on West Wheelock Street. Should a lot not have frontage on West Wheelock Street, the maximum building height is 35 feet.

Elevator overruns and accessibility features on the roof are not counted in the determination of building height; however, these features may rise no more than 15 feet above the roof and may not be located in the build-to area.

**Other Provisions:**

1. **Building Arrangement**
  - a) *With the adjacent property owner’s permission and recorded easements, footings for a building on one lot may extend onto the adjacent property.*
  - b) *More than one principal building and use may be located on a lot.*

2. ***Parking Standards***

- a) ***In-district parking facilities for use by residents, guests and businesses in the district must be provided as specified in Section 404; and***
- b) ***Out-of-district parking spaces located in the Institution (I) and Downtown (D) districts may be used to satisfy the parking requirements in Section 404.***

3. ***Sheltered Bicycle Parking***

***One sheltered, secure bicycle parking space must be provided for every four bedrooms.***

4. ***Non-residential Uses***

***Each non-residential use must:***

- a) ***not occupy more than 1000 square feet, except for Parking Facility which may be larger in size ; and***
- b) ***be located only on lots that front on West Wheelock Street.***

**Amendment to Section 303 Principal Buildings Including Dwellings on Lots**

Except in the Institution (I), Service Business and Limited Manufacturing (BM), Office and Laboratory (OL), ***West Wheelock Gateway (WWG)***, Downtown (D) and Business (B) districts, there shall be only one principal building on a lot unless otherwise approved under the Planned Residential Development, Continuing Care Retirement Community, or adaptive re-use provisions.

**Amendment to Section 309 Location of Driveways**

All driveways are to be located at least 75 feet from a street line intersection for all uses except for one and two family dwellings and uses in the Downtown (D) ***and West Wheelock Gateway (WWG)*** districts.

**Amendment to Section 313 Obstruction of Vision**

On a corner lot regardless of the district, within the triangular area formed by the intersection of two street property lines and a third line joining them at points twenty-five feet away from their intersection, there shall be no obstruction to vision between the height of three feet and ten feet above the average grade of each street. By a Special Exception, the Board of Adjustment may waive this requirement in the following districts: Service Business and Limited Manufacturing (BM), Retail Business (B), Downtown (D), Office and Laboratory (OL), ***West Wheelock Gateway (WWG)***, and Institution (I).

**Amendment to Section 323 Noise Standards**

323.1 Table of Restrictions:

Noise beyond the limits set forth in this section shall be prohibited:

A. Use Districts:

Use District A represents the RO, GR-1, GR-2, GR-3, ***WWG***, SR-1, SR-2, SR-3, RR, F and NP Zoning Districts.

(no further changes to the remainder of this section)

3.3.2 Measurement of Noise:

Add a new subparagraph as follows:

- C. *Along common boundaries of the West Wheelock Gateway District and any SR or GR District, noise measurements must be taken at the elevation of the foundation of the closest residential structure in the SR or GR district.*

**Amend Section 404 Off Street Parking Requirements  
Schedule of Requirements**

<u>Use Category</u>	<u>Minimum Parking Spaces Required</u>
<i>Laundromat in West Wheelock Gateway</i>	<i>1 space per business*</i>
<i>Multi-family in West Wheelock Gateway</i>	<i>.5 space per efficiency/studio /one bedroom unit; 1 space per two bedroom or larger unit; and 1 space assigned to a vehicle available for rent from a vehicle sharing service may replace any 4 required spaces.</i>
<i>Neighborhood Retail Sales in West Wheelock Gateway</i>	<i>1 space per business*</i>
<i>Property management Office in West Wheelock Gateway</i>	<i>1 space per business*</i>
<i>Restaurant in West Wheelock Gateway</i>	<i>1 space per business*</i>

Add after the table:

*\*This is also the maximum number of spaces that are allowed per business.*

**Amend Section 902 Definitions**

Add to the definition of “family, unrelated”, a second sentence:

Any group of not more than 3 persons not related by blood, marriage or adoption living together as a single housekeeping unit. *In dwelling units of three bedrooms or more in the West Wheelock Gateway District, any group of not more than 5 persons not related by blood, marriage or adoption living together as a single housekeeping unit.* In determining the maximum number of persons, the children of any resident person shall not be counted.

Add to the definition of “Neighborhood Retail Sales (*West Wheelock Gateway*, PRD & CCRC)

Shop or store for the sale of retail goods designed to serve the *West Wheelock Gateway District*, the Planned Residential Development or Continuing Care Retirement Community in which it is to be located. All exclusions contained in the definition of “Retail Sales” apply to neighborhood retail sales.

Add a new definition of “build-to area”:

*A continuous strip of land three feet in depth with its front edge contiguous with the front set back line.*

Add a new definition of “laundromat”:

*An establishment with machines available to the public for the purpose of washing and drying of clothing and linens.*

Add a new definition of “property management office”:

*The use of space for leasing and maintaining rental properties.*

Add a new definition of “story”:

*The vertical distance from top to top of two successive tiers of beams or finished floor surfaces; and, for the topmost story, from the top of the floor finish to the top of the ceiling joists, or, where there is not a ceiling, to the top of the roof rafters.*

*Where the floor of the first lowest level is at least five feet below the average finished grade along the building front, the sub-grade space shall not be counted as a story.*

Add a new definition of “yard”:

*The space immediately adjacent to a building not occupied by any structures or parking facilities.*

Modify the zoning maps Town-Wide and Urban Area by replacing the current GR-2 zoning district on the north side of West Wheelock Street with the West Wheelock Gateway (WWG) District. The northern parts of Map 33, lots 19, 20, 21, 23, 24, 81, 82, 87, and 90 would also become part of the WWG district. In addition, a wedge of area north of the existing GR-2 portion of Map 33, Lot 22 and a portion of Map 33, Lot 83 north of lots 82 and 87 would become part of the WWG. The easternmost portion of the existing GR-2 district which is part of Map 33, Lot 83 would be zoned “I” district.

The GR-2 zoning district south of West Wheelock Street would be modified as follows: the northeast portion of Map 33, Lot 88 and the northwest corner of Map 33 Lot 7 would become part of the SR-1 zoning district; the northeast corner of Map 33, Lot 7, the southeast corner of Map 33, Lot 73 and the northern part of Map 33, lots 8, 13, 64, 65, 66, 67 and 68 would become part of the GR-1 zoning district. All of Map 33, lots 14, 15, 16, 17, 18, 71, 72, 73(except its southeast corner), 77, 78 and 79 would become part of the WWG district.

#### **Article Five: Zoning Amendment No. 4**

#### **Change the Way Height is Measured and Regulated.**

Additions to existing text are indicated by *bold italics*; deletions (highlighted text is ~~stricken through~~)

#### 209.4 Height Regulations and Exceptions:

A. ~~The height of any building shall be measured from the average finished grade along the building front, and shall not exceed the height specified in Section 204. See also Section 209.4F.~~

1. *In the GR and SR zoning districts the height of any building shall be measured from the average finished grade along the building front to the highest point of the building roof, and, except as may be otherwise provided in Section 209.4 shall not exceed the height specified in Section 204.*
2. *In zoning districts other than GR and SR, the height of any building shall be measured from the average finished grade along the building front to the highest point of the building roof for flat and mansard roofs, not including any parapet less than 2 feet high, and to the average height between the eaves and the ridge for other types of roofs including the upper slope of gambrel roofs. Except as may be otherwise provided in Section 209.4, the height of any building so measured shall not exceed the height specified in Section 204.*

Add to Section 209.4, new sections G and H as follows:

**G. The height of multi-family buildings used for residential purposes in the GR-1, GR-2 and GR-3 zones may exceed the maximum height permissible in Section 204.5 by Special Exception provided that:**

- (1) The additional height is required to accommodate necessary utility services,*
- (2) No space in the building above the maximum height permitted in Section 204.5 shall be used for human habitation, and*
- (3) The height of the multi-family building is consistent with the height and character of other buildings in the immediate neighborhood.*

**H. The height of an accessory structure used for agricultural purposes, but not residential buildings, in the RR and F zoning districts may exceed the maximum height permitted in Sections 204.7 and 204.8, respectively, to a maximum height of 45 feet by Special Exception provided that:**

- (1) The height of the structure shall be consistent with the height and character of other structures in the same zoning district with a similar agricultural use and*
- (2) No accessory structure located within a front, side, or rear setback shall be allowed to exceed the maximum height permitted in Sections 204.7 and 204.8, respectively.*

Delete the definition of Building Height from Section 902:

**Building Height:**

~~Vertical distance measured from the average elevation of the proposed finished grade at the front of the building to the highest point of the roof for flat and mansard roofs, not including any parapet less than 2 feet high, and to the average height between the eaves and the ridge for other types of roofs including the upper slope of gambrel roofs. See Section 209.4 for exceptions in the Institution Zone.~~

**Table 204.5 "GR" General Residence**

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

District	Class*	Minimum Lot Size		Additional Family	Minimum Setbacks			Maximum Height	Building Footprint	Lot Coverage <i>ii</i>
		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 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.C(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	<b>25%</b>	<b>50%</b>
	2	60,000	200	35***	30	75	35	<b>25%</b>	<b>50%</b>
	3	100,000	300	50***	30	75	35	<b>25%</b>	<b>50%</b>
SR-2	1	15,000	100	35	15	40	35	<b>25%</b>	<b>50%</b>
	2	20,000	125	35	20	40	35	<b>25%</b>	<b>50%</b>
SR-3	1	10,000	85	30***	15	20	35	<b>25%</b>	<b>50%</b>

\* Explanation appears in Section 208.

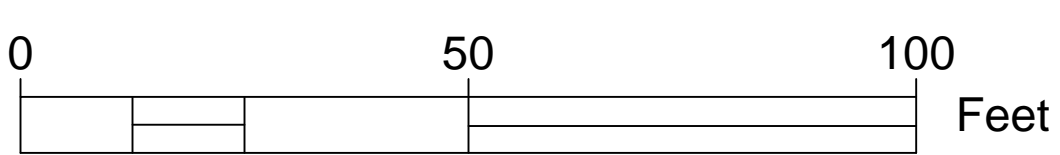
\*\* For lots on the turnaround portion of cul-de-sacs, see Section 209.1.

\*\*\* See Section 213 West End Neighborhood Overlay District.

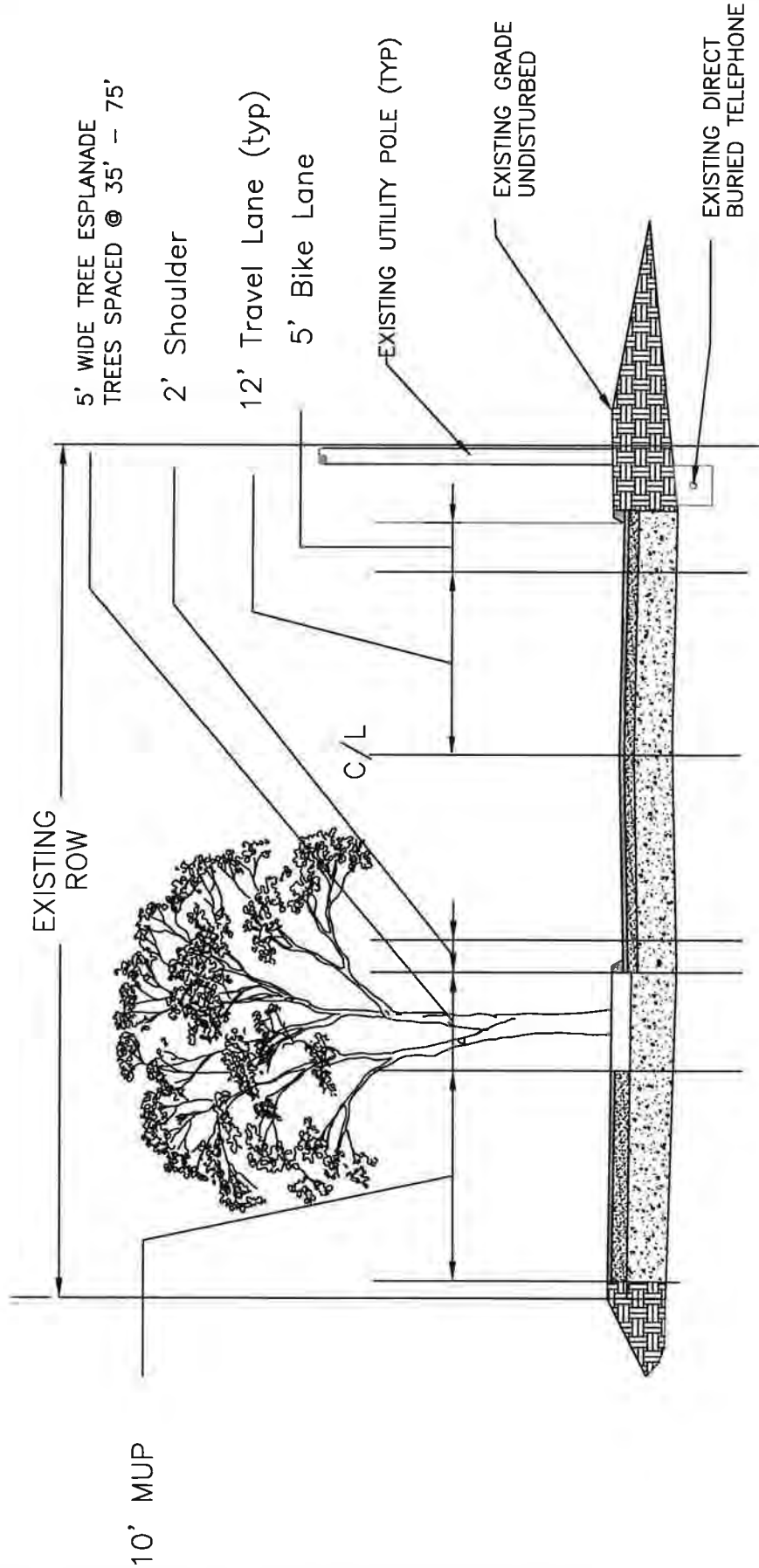


**TOWN OWNED PROPERTIES**

**46 LEBANON STREET**

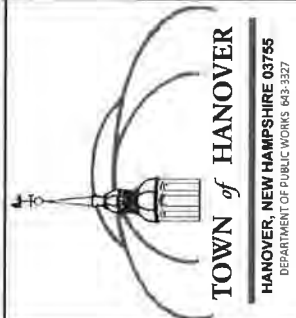


MULTI-USE PATH



ALL WORK WITHIN THE EXISTING ROW BETWEEN EXISTING CURB AND SIDEWALK, EXCEPT FOR MINOR GRADING TO MATCH.

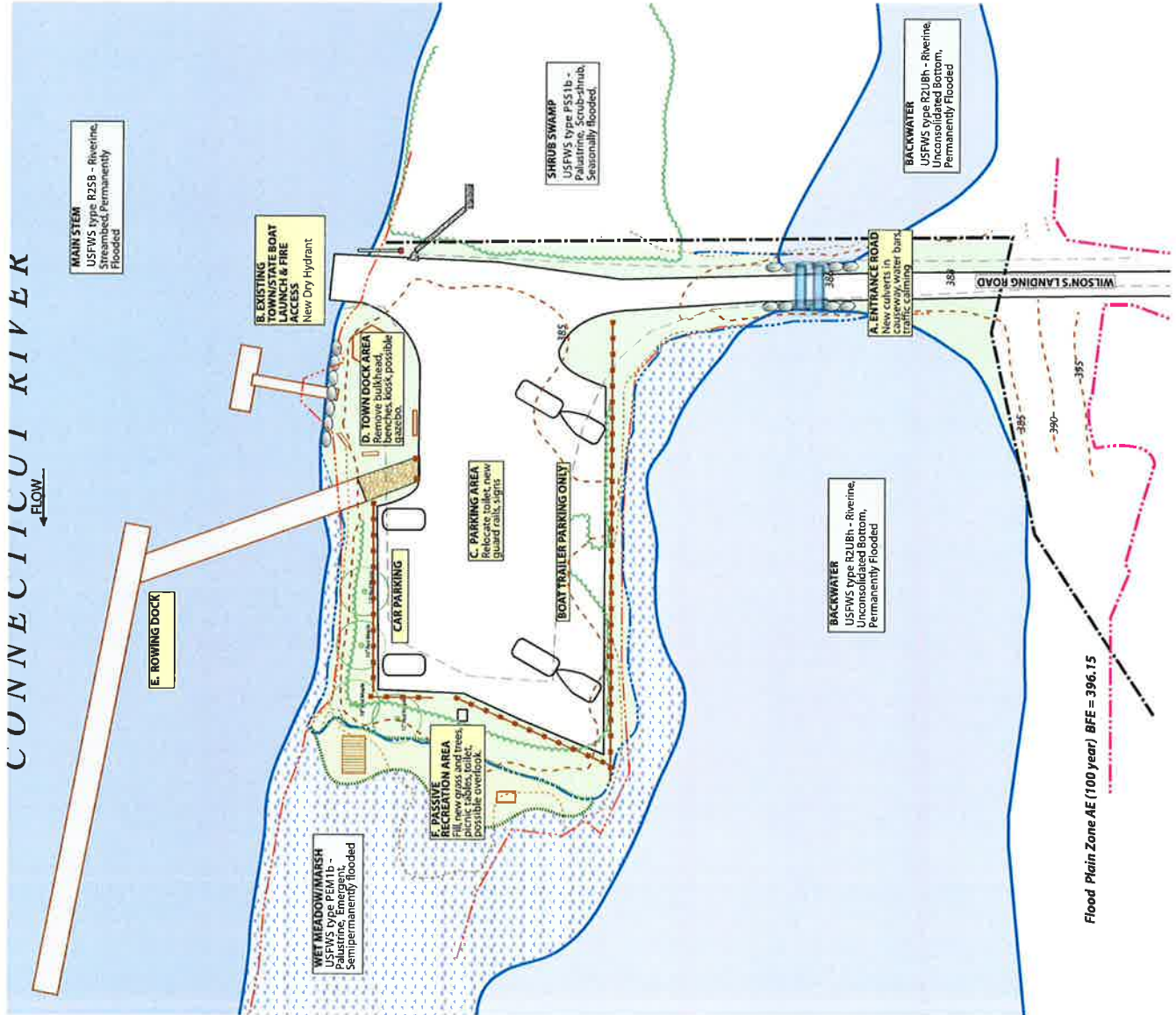
MULTI-USE PATH (MUP)  
 X-SECTION  
 TOWN OF HANOVER  
 REV: 04/15  
 BY: PEK  
 SCALE: NTS





*Left: Existing sidewalk on Lyme Road. Right: Parkway treatment with bike lanes, street trees and a shared use path.*

# APPENDIX D



<b>Preliminary Site Plan</b>	
<b>WILSON'S LANDING</b> NH Route 10, Hanover, NH	
Drawing <b>M-1</b>	Date: 10/23/14
Town of Hanover Conservation Commission	

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# **REPORT OF THE SELECT BOARD AND TOWN MANAGER**

## **Classification and Compensation Study**

In 2014 the Town retained Condrey and Associates to conduct a Classification and Compensation study. Classification and Compensation studies serve multiple functions: 1) they help an employer assess the appropriateness of the job classification system utilized by the organization in terms of the salaries offered based on specific job descriptions and skill requirements; 2) they provide for a comparison of salaries for job titles across the organization to insure that salaries are pegged properly relative to the overall salary schedule; and 3) they determine where the Town's salaries stand relative to comparable communities in the region to insure that an employer can effectively recruit and retain employees by offering a competitive salary package. Condrey and Associates is a nationally recognized municipal compensation consulting firm and has also performed Class and Comp studies for the Towns of Hartford and Norwich. Typically, best personnel management practices recommend that Class and Comp studies be conducted every 5 years.

Condrey last conducted a Class and Comp study for the Town in 1999 and a follow-up study was long overdue, postponed in part as a result of the challenging fiscal environment we all entered with the onset of the 2008 Great Recession.

In comparing the Town of Hanover's salaries with comparable communities in New Hampshire based on community size, range and level of sophistication of municipal services offered to the community, and communities with whom we tend to compete in recruiting and retaining our employees, the Board of Selectmen has maintained a commitment to paying salaries to Town employees in the 70<sup>th</sup> percentile as compared with other communities that make up our cohort. The salary recommendations made by Condrey in the most recent study maintain salaries in the 70<sup>th</sup> percentile. The cost of these salary increases was fully funded by implementing modifications in health insurance coverage.

The results of the 2014 Class and Comp study revealed that Hanover lagged behind the 70<sup>th</sup> percentile in a number of job title compensation levels, particularly related to Library professional salaries and Firefighter/EMT and Firefighter/Paramedic salaries. The Proposed Budget for FY 2015-16 fully funds implementation of the recommendations of the Condrey study (projected at \$136,500), bringing Town staff pay levels to the 70<sup>th</sup> percentile. Consequently, in order to implement the recommended salary adjustments it was necessary to implement strategic to the health insurance flexible benefits plan. The Board of Selectmen offset the additional funds required for these salary increases by implementing modifications in health insurance coverage that will yield substantial savings in the cost of health insurance. The changes in the Town's health insurance offering are outlined below.

## **Health Insurance Driver Change**

Your Board of Selectmen remains committed to considering any salary and benefit changes against a backdrop of their Total Compensation Concept Statement which reads, in part: *"The status quo of continuing to fund the suite of fringe benefits at the current level in addition to funding salary increases as we have in the past is not sustainable. Economic conditions must play more of a role in defining the total compensation package on an ongoing basis."* Consequently, in order to implement any recommended salary adjustments proposed by the Classification and Compensation Study, it was necessary to consider strategic changes to the flexible benefits plan provided to our employees.

At the same time, looming on the horizon is the specter of the Affordable Care Act's so-called "Cadillac" tax on health plans deemed to be overly expensive, based on the total premium cost. All indicators are that the three health plans offered by the Town in their current configuration (the

indemnity plan, the point-of-service plan, and the HMO option) would trigger this tax. The Town worked hard at the bargaining table to engage our unions in a constructive dialogue regarding the need to make significant changes to our benefits at this time – not only to provide the budget capacity to fund implementation of the Classification and Compensation study recommendations, but to also position the Town to respond strategically to the changing health care arena. Ultimately, the Town resolved: (1) to eliminate the indemnity plan altogether; (2) to revise the point-of-service and HMO plans to include a higher office and emergency room visit co-pay and a higher cost for mail-order name brand prescriptions; and (3) to offer a high-deductible, consumer-driven health plan. The negotiated changes will take effect July 1, 2015.

To provide longer range cost avoidance, the driver of the Town's health insurance program for our employees will move July 1, 2016 from a percentage (85%, 88%, or 90% employer paid, depending upon annual base salary) of the cost of the point-of-service plan to these same percentages of cost for the HMO plan. This change in drivers will result in our employees paying an increased share of their health insurance. Important to note is that the Town has maintained the underlying principal of calculating an employee's flexible benefits available points to spend based on the middle-tier health plan offering. As of July 1<sup>st</sup>, the point-of-service plan becomes the highest cost offering, the HMO becomes the middle tier offering, and the consumer driven option becomes the lower end. As employees gain awareness of whether a high-deductible health plan makes sense for their current situation, this lower cost option for them will be available.

### **Arrival of New Fire and Police Chief**

In spring of 2014, the Town of Hanover welcomed Fire Chief Martin McMillan and Police Chief Charlie Dennis, replacing long-time Chiefs Roger Bradley and Nick Giaccone who both retired in 2013.

Martin McMillan, hailing from his position as Deputy Fire Chief for the City of Rochester, New York, brings impressive operational experience to his new position with the Hanover Fire Department. Proving a very quick study, Chief McMillan immediately focused on the Department's tactical capabilities and spent most of 2014 ramping up the training level, equipment capabilities and fire ground skills of Fire Department staff. Chief McMillan also quickly reached out to his professional fire department colleagues in Hartford, Lebanon and Norwich and significant progress has been made in refining the Department's approach to regional firefighting. Hanover and our neighboring communities stand to gain from increased regionalization of Fire and EMS services and Chief McMillan has made this a top priority for the Hanover Fire Department. In addition, Chief McMillan is working closely with Dartmouth College on a number of fronts, including enhanced inspection of College facilities, particularly fraternities and sororities, to better insure student safety.

Charlie Dennis, hailing from Reidsville, North Carolina and Page, Arizona, brings a heavy emphasis on community policing to his new position with the Hanover Police Department. Chief Dennis hit the ground running, immediately networking with Dartmouth College staff around best policing practices relative to alcohol, binge drinking and sexual assault. In addition, Chief Dennis spent time assessing the operational capabilities and staff structure of the Hanover Police Department and is in the midst of implementing organizational changes to support his approach to policing in the community. Chief Dennis has spent considerable time reaching out to the Upper Valley public safety community to look at opportunities for regional collaboration and to Hanover citizens as he develops the department's operational priorities.



## **Enhanced Regionalization**

The Upper Valley region hosts a number of overlapping services that could potentially be consolidated to enable increased efficiency and to reduce the overall cost of services. In addition, regional collaboration provides an opportunity to offer some services that are not currently available to local citizens.

In 2014, Town staff worked very closely with staff of the City of Lebanon and the Towns of Hartford and Norwich on several opportunities for regional collaboration around solid waste handling. Currently the four communities are exploring opportunities to operate a regional household hazardous waste drop-off facility in Hartford that would be available to residents from the four communities on a regular basis. In addition, staff is in the beginning stages of exploring the potential to initiate food waste composting, potentially utilizing land available at the Greater Upper Valley Solid Waste District's permitted landfill site in Hartland.

In addition, Hanover, Hartford and Norwich are exploring the potential for merging emergency dispatch centers to create one larger regional dispatch center that could serve municipalities currently dispatched by Hanover and Hartford. Discussions are also ongoing among the region's lead fire departments about the potential for consolidation of equipment purchases and sharing of resources to enhance overall service levels and reduce cost.

## **The FY 2015-2016 Budget**

The combined totals for the seven funds included in the Proposed Budget for FY 2015-16 recommend expenditures of \$26,177,601 which is an increase of \$2,318,479 or 9.7% over the total appropriations approved for FY 2014-15. Of this overall expenditure increase, \$2,249,103 represents capital reserve and other reserve fund purchases which are fully offset by the appropriation of revenue to finance the purchases from their respective reserves. **As such, reserve purchases do not impact the tax rate.** The total reserve expenditure recommendations represent a \$1,359,788 or 149.2% increase over the FY 2014-15 Budget, reflecting increased one-time capital expenditures in the General, Fire and Parking Funds.

The actual expenditures for all funds net of capital projects funded from capital reserves and other reserve funds represent a total \$958,691 or 4.2% above the FY 2014-15 Budget. The expenditure details are outlined in detail below, by fund.

The proposed budget detail reflects a municipal tax rate increase of 2.57%, which would take the current municipal tax rate of \$4.54 per \$1,000 of property valuation to \$4.66. This translates to a 3.1% increase in the tax levy and necessitates raising an additional \$362,112 in General Fund tax revenue above what would be generated by the current General Fund tax rate.

## **Current Fiscal Climate**

It would appear we have entered a transitional phase in the U.S. economy, and the local economy is also improving, showing some signs that the downturn is over. Several potential problems still loom, however, and we are reluctant to count too heavily on a robust economic recovery. Whether or not all of the potential problems that we observe on the horizon eventually come to pass will likely determine the angle of ascent on the recovery curve.

On the plus side of the column, the U.S. economy saw 4% growth over three of the last four quarters and a slightly lower 2.5% growth in the fourth; wages have grown by 2.2% after correcting for inflation (low as it is); consumer spending is on the rise and so are new housing starts; unemployment

is up but only because more people are entering the workforce; and we see encouraging signs at the local level. Coupled with falling gas prices we have seen an increase in local new car purchases, including larger vehicles, which have boosted our motor vehicle revenue just a bit – although the downside is the purchase of larger vehicles does not bode well for reducing vehicle emissions. Construction activity is up somewhat, with a modest increase in building permit revenues, but we have not yet seen a significant increase in building permit activity on the Dartmouth campus. While vacancies currently exist in Downtown Hanover, the rental market appears robust and new businesses are gearing up to open their doors this spring. Spring will reveal whether or not the real estate market continues to recover; as of now, the inventory is extremely low and demand appears fairly strong.

On the minus side, the shift in the NH Legislature does not bode well in terms of a productive legislative biennium. A Republican majority with a particularly fiscally conservative and quite aggressive element may well lead to significant tightening of the State budget, which inevitably means more downshifting. As of this writing, the NH House approved their own version of a proposed budget for FY 15-17 on April 1<sup>st</sup> that results in draconian budget cuts that clearly spells downshifting to both the municipal, school and county level. Cuts to NHDOT, HHS (and the social service agency programs the agency supports) and DES all translate into the loss of almost \$350,000 in revenue for the Town of Hanover if the House version of the State budget is ultimately adopted (not likely but a potential outcome nonetheless). Without exception, when the State budget is reduced, municipalities and their operating budgets pay the price.

On the Federal level, all bets are off in terms of whether or not Congress and the President will get anything accomplished in the next two years. Our fear is that they will not, and, as result, funding for all sorts of programs hangs in the balance – programs which provide grant funding for many projects we implement at the local level, from highway projects to recreation infrastructure to homeland security enhancements.

On the international level, the geopolitical landscape is unstable at best and, with the recent Greek elections, the Eurozone is poised on the edge of a precipice. While it was the U.S. economy that pulled the rest of the world into the Great Recession of 2008, in 2015, it could be the Eurozone that pulls us back into another recession.

In short, with economic recovery upon us, this is a lousy time for ongoing state, national and international political stalemate and dysfunction. Talk about shooting our economic recovery in the proverbial foot. Furthermore, with all of this as context, we have a fair bit of hesitancy in anticipating a rosier future on which to build a more robust proposed operating budget. As such, we continue to take a fairly conservative approach in proposing a budget to the Town for consideration. This budget necessitates a low tax rate increase and, while it tackles some fairly ambitious projects, pays for these using reserve funds, excess fund balance and miscellaneous sources of one-time revenue.

## **Highlights – Tax Supported Funds**

### **General Fund**

The General Fund Proposed Budget for FY 2015-16 recommends appropriations totaling \$15,461,490, which represents an increase of \$1,915,607 or 14.1% above the appropriation for FY 2014-15. Taking into account the benefit of the growth in total assessed valuation (projected to be \$14 million) and netting out the General Fund's capital reserve expenditures totaling \$1,885,869 which are offset by the transfer in of revenue from various reserves, a General Fund tax rate increase of 2.57% is required to fund this budget, taking the tax rate from the current \$4.54 to \$4.66.

## Revenue

1. The Proposed Budget assumes an estimated \$14 million increase in total assessed valuation which generates an additional **\$63,560** at the current tax rates above the tax revenues budgeted for FY 2014-15.
2. With the new legislative session at the NH State House in full swing, the specter of the State's budget woes washing up on local shores has returned. The House version of the State budget adopted on April 1<sup>st</sup> downshifts over \$350,000 in reduced revenue flows to the Town of Hanover and also spells disaster for many State-funded local service agencies, which will likely result in an increase in the Town's welfare caseload. We also remain concerned that stalwart General Fund non-tax revenues such as the Highway Block Grant and the Town's share of Meals & Rooms Tax may be vulnerable. At this time, the FY 2015-2016 proposed budget includes respective amounts of \$246,740 and \$585,000, assuming no change in the distribution formula of this State Aid provided to local governments. We will be watching the action in the State House carefully to see what, if anything changes on this front.
3. We continue to be challenged in maximizing our short-term interest earnings in this climate of 3-month Treasury Bill rates hovering at zero. We have not changed the requested budget from \$35,000 – although we know it will continue to be a stretch to achieve even that much in working capital earnings. 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.
4. Certain non-tax revenues are projected to be at a stronger level, indicating a rebounding of the local economy to some degree. Specifically, the budget-to-budget increase for Motor Vehicle Registration and Building Permit is proposed at \$64k and \$45k, respectively. These increases are borne out by the level of recent actual activity which conveys a clear rebound from the 2008 economic downturn.
5. Building permit revenue is increased slightly to reflect current year actuals, but still well below pre-2011 levels. The College warns us that this is a temporary lull and that construction activity is due to pick up in the near future, but we feel it is more prudent to rely on these reduced revenue estimates based on current actuals for the foreseeable future.
6. The Proposed Budget reflects use of \$314,000 in Undesignated Fund Balance (UFB), leaving a balance of \$1,181,399 or 9.04% in the Fund.

## Expenditures

1. Salaries in the proposed budget have been revised to conform to the results of the Job Classification and Compensation Plan developed after careful study by Condrey and Associates, Inc. As with the plan currently in place, the proposed salary tables are: (1) intentionally broad to allow for merit growth in a position over time; and (2) kept relevant by annual across-the-board market adjustment (usually referred to as the COLA, or Cost of Living Adjustment). In receiving the Condrey report, the Board of Selectmen was supportive of implementing the proposed compensation plan tied to the approximate 70<sup>th</sup> percentile of the selected labor market and positioning the Town to continue to attract and retain a quality workforce. However, the implementation of this plan was to stay within the constraints of the adopted tax rate target. Given the annualized cost to implement this plan reflected in the proposed budget is \$136,450 (on top of standard salary adjustments), management is proposing changes to our health care benefits that will provide budget savings to help offset this cost.

In FY 2015-16, the total increase in General Fund Salaries and Benefits, reflects a year-to-year increase of 4.4%, representing an additional **\$426,159** of General Fund expenditures.

- a. After factoring in implementation of the Class and Comp study, additional funds of **\$345,419** are proposed for FY 2015-16 salaries, reflecting a **3.6%** increase.
  - b. The guaranteed maximum rate increase for the Town's FY 2015-16 health insurance premiums was set at 2.9% in October. However, projecting next year's health insurance cost assuming certain underlying plan changes and the current benefits eligibility of employees, their cost-share (which increases as their salary grows), and their opt-out status, helps drive a modest 0.4% increase in total employee benefits.
2. The proposed FY 2015-2016 budget reflects the increased employer rates of contribution due to the retirement system beginning July 1, 2015. These rates were certified by the NH Retirement System Board of Trustees in September 2014, and reflect a mandated impact to our Town-wide budget of \$58,879 (\$32,002 in the General Fund, and \$22,769 in the Fire Fund – both tax supported funds). The increase in rates is attributable to three main issues: ongoing restoration from 2009 investment losses (which are smoothed over 5 years); lower than expected growth in covered payroll paying into the system; and the ongoing implementation of the System's long-term plan to return the Retirement Fund to an adequate level of funding, which will require boosting the total funds held by an additional \$4.1 billion (\$7.35 billion currently in place) by 2035. Pension system reform will continue to be a much-debated topic in the State House, and the Town of Hanover stands to be on the front-line of this action as its Town Manager is the current municipal employer representative on the NH Retirement System Board of Trustees.
  3. The Board will recall that, 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 in the current budget. A portion of the staff costs in Administrative Services was shifted to the Parking Fund to reflect the percentage of General Fund staff time dedicated to parking related administrative tasks (**\$29,766**), and in the FY 2015-16 budget, 20% of the Financial and Information Analyst position plus related benefits in Assessing (**\$15,699**) is also shifted to the Parking Fund to record the amount of support provided by this General Fund position in supporting parking ticket collections and administration.
  4. Per capita support for the provision of ambulance services to our participating communities is expected to increase from **\$27.10** to **\$30.45**, an increase of 12.4%. Accordingly, Hanover's community contribution from the General Fund to the Ambulance Fund increases by over **\$26,565**.
  5. A withdrawal of **\$400,000** from the Building Capital Reserve is recommended to fund the construction of a new salt shed at the Public Works Facility. The current salt shed is many years old, poses a challenge given its fairly dilapidated condition and is too small for the Department to receive bulk deliveries of salt. Given current weather conditions which require additional salt to combat the increasingly icy roads, the Town would save substantial expense if we could purchase salt in bulk for the entire winter season. Currently we can only purchase sufficient salt for a handful of storms and must often pay a premium for procurement later in the season while also running the risk that salt supplies will no longer be available come March.
  6. Funding for the purchase of 46 Lebanon Street (the residence owned by Elizabeth Hewitt) to enable construction of a gymnasium addition to the RWB Community Center (**\$500,000**) is recommended to be taken from three funds: **\$280,000** from Undesignated Fund Balance (representing a one-time expenditure which is a required criteria for expenditure of UFB);

**\$170,000** from the Health Trust return of surplus (representing 50% of what is available in the fund net of the employee share); and **\$50,000** from the Land and Capital Improvements Fund (current balance in the fund is \$71,920). By utilizing funds from these three sources, we avoid the need to bond for the purchase, providing additional bonding capacity in the event we choose to recommend bonding all or a portion of the actual gymnasium construction.

7. Funds are budgeted for the installation of solar panels on the roof of either the Police Station or Howe Library as part of the Solarize Hanover program (**\$60,985**). Given that we generally budget \$50,000 each year for energy efficiency improvements, this project will represent that work for implementation in FY 2015-16.
8. Replacement of our long-line painting equipment (truck and painter - **\$100,000**) and two field mowers (**\$21,200**) are proposed for funding from the Equipment Reserve Fund.
9. FY 2015-16 will see the Public Works Department replace the **last** red listed bridge on Ruddsboro Road (**\$130,000**). Funds are available in the Bridge Capital Reserve Fund.
10. The last old traffic signal in Hanover at the intersection of Lebanon and Summer Streets is recommended for replacement in FY 2015-16 (**\$130,000**) with funding available in the Signal Replacement Reserve Fund. This signal will also include LED fixtures.

#### Fire Fund

The proposed FY 2015-16 Budget recommends Fire Fund expenditures of \$3,398,066, representing an increase of \$286,625 or 9.2% above the FY 2014-15 appropriations. Of this amount, \$216,154 is funded from the Fire Department Vehicle and Equipment Capital Reserve with no resulting impact on the Fire District tax rate.

The proposed Fire District tax levy for FY 2015-16 is projected to be \$2,904,779, up from the current year's levy of \$2,820,020. With projected growth in the Town's net assessed valuation, if the projected tax levy was recovered through one tax rate across all Town properties, there would be a 2.28% tax rate increase to fund the proposed Fire Fund budget.

There are several items of note in the Proposed Fire Fund Budget:

1. On the Fire side, Chief McMillan continues to identify equipment priorities that must be addressed. As a Chief specializing in operations, he has seen first-hand the need to replace much of our response gear/fire hoses, and the need to immediately address our SCBA (Self-Contained Breathing Apparatus) gear. Some of these items were able to be incorporated into the Fire Fund tax rate target by the utilization of Undesignated Fund Balance (\$106,346: \$74,846 SCBA, \$17,500 Tower headsets, \$14,000 thermal imaging camera), which still leaves \$253,515 remaining in UFB, representing 8.5% of the total Fire Fund budget.
2. Chief McMillan has been able to create a Deputy Fire Chief/ Inspector position by combining the resources previously allocated to the part-time Fire Inspector position in the Fire Fund and the part-time Assistant Building Inspector position in the General Fund, while also saving the General Fund \$8,000. By creating the position, the Chief now has back-up supervision provided by a veteran Fire Captain and has enabled even closer coordination in inspection between the Fire and Planning and Zoning Departments.
3. There is a **\$72,518** increase in overall personnel costs (salaries, benefits and retirement contributions) reflecting the cost of implementing the Class and Comp Study, savings from

anticipated changes to the health insurance plans, and a sizeable increase in the employer contribution to Group II Fire employees.

4. Additional budget expenditure capacity is also provided by the ongoing shift of hydrant system funding out of the Fire Fund and into the Water Fund; in the proposed budget the interdepartmental charge to the Fire Fund has been reduced from \$472,725 to \$400,000.
5. A new vehicle is purchased for the Fire Chief (**\$35,000**) to reflect his role as a responder to many fire calls; the purchase is funded from the Fire Equipment Reserve. The current SUV utilized by the Chief will be shifted to use by the Deputy Chief.

### Parking Fund

The Parking Fund Budget for FY 2015-16 anticipates expenses and revenues of \$1,805,261 which is essentially no change from the FY 2014-15 appropriations. Of the total, \$44,000 in capital reserve purchases is anticipated in FY 2015-16. No reinstatement of the Downtown Parking District Tax is required.

During the summer of 2013 and 2014, Parking Division staff implemented a series of operational changes designed to boost revenues, upgrade 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 saw immediate improvements as a result of these measures – meter revenue increased by 30% in FY 2013-14 and while we have revised our estimates down somewhat below our projections for the current fiscal year, we have still seen a substantial increase in revenue. Town staff created 25 additional parking spaces on Hovey Lane and more Downtown employees have purchased permits to park on Hovey Lane and lower Lebanon Street. Meter feeding enforcement is also beginning to yield results. Our program to allow Downtown employees to park in the parking facility after 10:00 am for \$2.00, depending on facility utilization levels that morning, has proven very popular.

1. With the transfer of some of the remaining administrative responsibilities previously held by the Parking AA to the staff of the Administrative Services Department, a portion of their General Fund salaries was allocated to the Parking Fund in FY 2014-15. In FY 2015-16, we also charge a portion of the Assessing Financial and Information Analyst position plus related benefits in Assessing (**\$15,699**) to the Parking Fund to record the amount of support provided by this General Fund position in supporting parking ticket collections and administration.
2. FY 2015-16 sees the second 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 (**\$62,000**).
3. Sealing the Parking Facility brick facade is recommended for implementation in FY 2014-15 (**\$25,000**), to be fully offset by a transfer in from the Parking Facility reserve.

## Highlights – Non Tax Supported Funds

### Ambulance Fund

The FY 2015-16 Budget for the Ambulance Fund recommends expenditures of \$817,807, which amounts to an increase of \$24,088, or 3.0% above the FY 2014-15 Budget. No major capital purchases are anticipated in the proposed budget.

Per capita support for the provision of ambulance services to our participating communities is expected to increase from \$27.10 to \$30.45, an increase of 12.4%. Accordingly, Hanover's community contribution from the General Fund to the Ambulance Fund increases by over \$26,565 as the cost of providing emergency medical service continues to increase while the amount of revenues available through insurance and contractual obligations and Medicare stay relatively flat, or even decline. We have resisted increasing our rates and fees schedule to a significant degree, knowing the result would be a nominal increase in revenues and a larger increase in uncollected amounts and contractual obligations written off.

<b>Town</b>	<b>FY2015 Contribution</b>	<b>Proposed 2016 Contribution</b>
Hanover	\$214,942	\$241,507
Lyme	\$ 46,500	\$52,2482
Norwich	<u>\$ 95,277</u>	<u>\$107,052</u>
<b>Totals</b>	<b><u>\$356,719</u></b>	<b><u>\$400,807</u></b>

### Water Reclamation Facility Fund

The recommended expenditures in the WRF Fund for FY 2015-16 are \$2,754,116 which represents an increase of \$93,043, or 3.5%. The increase is attributable to implementation of the Class and Comp Study and minor increases in expenditure over several accounts.

There are no significant new capital projects 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.

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, was welcome news indeed. However, DES has recommended de-funding the SAG program for the current biennium as a means of balancing their budget and the NH House concurred with this recommendation through adoption of their own variation on the Governor's budget on April 1<sup>st</sup>. There is currently \$284,051 in budgeted FY 2015-16 revenue reflecting 20% reimbursement for bond costs for the Phase III upgrade along with SAG support for the Pump Station #3 upgrade and the secondary clarifier. Town staff is working closely with other SAG-eligible communities and NHMA to secure these funds for the upcoming biennium but given the current shift in the Legislature, there is no telling what will happen to these funds.

One capital project is proposed for 2015-16 - replacement of the plant boiler and heating circulators which date back to the construction of the original plant. This project is funded by a transfer in from

the Water Reclamation UFB. There is a proposed \$148,159 withdrawal from the Water Reclamation Facility's UDFB to offset the cost of these building improvements (**\$83,000**); and to return **\$65,159** to ratepayers to whittle down the UDFB.

### Water Utility Fund

The recommended expenditures in the Water Utility Fund for FY 2015-16 are \$1,940,861 which represents no change from the FY 2014-15 budget. There are two items of note in the Proposed Water Utility Fund Budget:

1. FY 2015-16 represents the first year of a reduction in the hydrant rental charge to the Fire Fund to more accurately reflect the cost of maintaining the hydrant system (\$72,725). This reduction was made without having to impact water rates by further tightening the operating budget of the Water Division and, in particular, charging 50% of the debt service on the water meter replacement project to the Water Reclamation Fund in recognition that the meters measure both water consumption and wastewater discharge. Ultimately, staff would like to opt for transferring the cost of hydrant maintenance to the Water Fund as a water utility function and shift away from charging the Fire Fund for hydrant rental. Admittedly, this move would eliminate the need for a differentiated Fire District #1 and #2.
2. One pick-up truck (**\$30,000**) and one-half of the cost of a backhoe that will be shared with the Wastewater Treatment Facility (**\$47,500**) are proposed to be funded by the Water Utility capital reserve fund.



## HANOVER FINANCE COMMITTEE

### **Position Statement on Town of Hanover FY16 Proposed Budget**

#### **Summary:**

During the Hanover Finance Committee (HFC) meeting on March 27, 2015, members who were present voted unanimously not to support the proposed FY16 Hanover town budget, which reflects a 3.08% increase in the tax levy and a 2.41%<sup>1</sup> increase in the tax rate versus the applicable .5% CPI as of November 2014. After careful review, the HFC concluded that the proposed budget did not meet the Board of Selectmen's long-established guideline of limiting annual tax rate increases to CPI. We recommend that the Town reject this budget.

#### **Recommendations:**

HFC members believe that continued increases in spending that outstrip inflationary increases are unsustainable and that the tax burden on the population is becoming too large. In recommending rejection of the FY16 budget, the HFC urges taxpayers to encourage the Board of Selectmen and Town Administrators to hold the line on expense growth and capital expenditure decisions to help ease the tax burden on the population. Furthermore, the HFC recommends that Hanover taxpayers approve a budget of \$11,888,498, which would represent a .5% increase in spending, equal to CPI as of November 2014.

#### **Long Term Trends:**

Over a ten-year period spanning fiscal year 2006 through the proposed budget for fiscal year 2016, spending has increased from \$7.639 million to \$12.120 million, which represents a 59% increase. During the same ten-year period, CPI has increased 24%. The HFC believes that continued budget increases that exceed CPI at this level are unsustainable.

#### **Overview of Town Tax Rate Components:**

In recent years, the HFC has urged school administrators, School Board members, town administrators, and Select Board members, to consider the combined effect of tax increases from school, county, and town budgets, and their resulting impact on Hanover taxpayers. At this time, we know the combined Hanover and Dresden School District budgets for FY16 will increase the tax levy by 5.60%, and the proposed FY16 Town budget will increase the tax levy by 3.08%, resulting in a 4.00% tax rate increase. However, the additional impact of state and county downshifting is still unknown. In a year when the Hanover School District faced double-digit expense increases due to increased enrollment and a dramatic rise in special education costs, the town could have limited or postponed spending in excess of CPI, and delayed implementation of certain projects.

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

The HFC is an appointed Town committee comprised of Hanover residents,<sup>2</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 administrators and officials.

<sup>1</sup> The tax rate increase of 2.41% reflects a composite average property tax rate used by the Board of Selectmen during budget adoption discussions, calculated as if "the total tax levy for the General Fund and the Fire Fund was recovered from all properties on the same basis, disregarding Fire Districts."

<sup>2</sup> The members of the HFC are Heidi Postupack (Chair), Kristi Fenner, Michael Gerling, Daryl Press, John Ruth, Jay Buckey (Board of Selectmen representative), and Leah Wheelan (Hanover School Board representative)

## Town of Hanover - Gross Appropriations Budget Overview

	2014-2015 Approved Budget	2015-2016 Proposed Budget	Incr/(Decr)	% Change
<b>General Fund and Special Accounts:</b>				
General Government Administration	1,726,174	1,723,544	(2,630)	-0.2%
Town Properties	923,133	1,635,614	712,481	77.2%
Police Department	2,246,026	2,885,972	639,946	28.5%
Public Works	3,645,995	3,564,966	(81,029)	-2.2%
Health and Social Services	298,927	327,572	28,645	9.6%
Parks and Recreation	859,538	877,612	18,074	2.1%
Libraries	1,047,730	1,146,263	98,533	9.4%
Conservation Commission	18,200	21,800	3,600	19.8%
Unallocated - Pooled Expenditures	2,780,160	3,278,148	497,988	17.9%
<b>Total General Fund</b>	<b>13,545,883</b>	<b>15,461,490</b>	<b>1,915,607</b>	<b>14.1%</b>
<b>Tax Supported Funds:</b>				
General Fund	13,545,883	15,461,490	1,915,607	14.1%
Fire Fund	3,111,441	3,398,066	286,625	9.2%
Parking Operations*	1,806,149	1,805,261	(888)	0.0%
<b>Total Expenditures-Tax Supptd. Funds</b>	<b>18,463,473</b>	<b>20,664,817</b>	<b>2,201,344</b>	<b>11.9%</b>
<b>Tax Subsidy</b>	<b>11,843,386</b>	<b>12,205,498</b>	<b>362,112</b>	<b>3.1%</b>
<b>Tax Ratio</b>	<b>64.14%</b>	<b>59.06%</b>		<b>-7.9%</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	2,661,073	2,754,116	93,043	3.5%
Water Utility Fund	1,940,857	1,940,861	4	0.0%
Hanover Ambulance Services	793,719	817,807	24,088	3.0%
<b>Total Non-Tax Funds</b>	<b>5,395,649</b>	<b>5,512,784</b>	<b>117,135</b>	<b>2.2%</b>
<b>Grand Total Appropriations-All Funds</b>	<b>23,859,122</b>	<b>26,177,601</b>	<b>2,318,479</b>	<b>9.7%</b>
<b>Capital Projects Funded from Capital Reserve and Other Reserve Funds:</b>				
General Fund	483,000	1,885,869	1,402,869	290.4%
Fire Fund	119,635	216,154	96,519	80.7%
Parking Operations	30,000	44,000	14,000	46.7%
Water Reclamation Facility	157,000	47,500	(109,500)	-69.7%
Water Utility Fund	121,600	77,500	(44,100)	-36.3%
<b>Total from Reserve Funds for Capital Projects</b>	<b>911,235</b>	<b>2,271,023</b>	<b>1,359,788</b>	<b>149.2%</b>
<b>Grand Total All Funds <u>Less</u></b>				
<b>Reserve Funded Capital Projects</b>	<b>22,947,887</b>	<b>23,906,578</b>	<b>958,691</b>	<b>4.2%</b>

## Town of Hanover Budget Departmental Summary

	<u>FY2012 Year- End Actuals</u>	<u>FY2013 Year- End Actuals</u>	<u>FY2014 Year- End Actuals</u>	<u>FY2015 Adopted Budget</u>	<u>FY2016 Proposed Budget</u>	<u>\$ Change FY15 Budget to FY16 Budget</u>	<u>% Change FY15 Budget to FY16 Budget</u>
<b><u>General Fund Revenues and Transfers from Reserve Funds</u></b>							
Administrative Svcs/Genl Govt	1,317,702	1,388,790	1,404,900	1,339,898	1,421,189	81,291	6.1%
Planning and Zoning	348,554	246,490	329,474	258,200	311,200	53,000	20.5%
Town Properties	157,934	62,495	204,533	129,455	512,080	382,625	295.6%
Police	921,429	570,063	556,042	581,082	1,138,554	557,472	95.9%
Public Works	1,110,474	675,563	780,296	777,130	887,504	110,374	14.2%
Parks and Recreation	540,804	534,965	589,521	599,465	616,375	16,910	2.8%
Libraries	62,801	64,086	67,663	63,725	63,425	(300)	-0.5%
Conservation Commission	51,134	56,748	65,950	10,000	10,000	-	0.0%
Unallocated - Pooled Revenues	8,766,537	9,072,424	9,285,725	9,786,928	10,501,162	714,234	7.3%
<b>Total General Fund Revenues/Tsfrs</b>	<b>13,277,368</b>	<b>12,671,625</b>	<b>13,284,104</b>	<b>13,545,883</b>	<b>15,461,490</b>	<b>1,915,607</b>	<b>14.1%</b>
<b><u>General Fund Expenditures</u></b>							
<b>Personnel Costs</b>							
Administrative Svcs/Genl Govt	1,002,000	958,134	1,016,240	991,239	1,023,456	32,217	3.3%
Planning and Zoning	371,206	395,330	301,427	393,928	394,578	650	0.2%
Town Properties	243,438	234,967	236,851	247,449	258,177	10,728	4.3%
Police	2,039,657	1,945,784	1,956,127	2,036,205	2,120,679	84,474	4.1%
Public Works	1,408,184	1,454,321	1,500,940	1,554,701	1,652,398	97,697	6.3%
Health and Social Services	8,946	16,533	11,868	14,000	14,877	877	6.3%
Parks and Recreation	478,680	482,991	503,371	601,220	620,077	18,857	3.1%
Libraries	884,523	897,571	925,717	937,853	1,027,512	89,659	9.6%
Associated Employee Benefits	2,472,950	2,482,465	2,721,546	2,914,782	2,925,043	10,261	0.4%
<b>Total Personnel</b>	<b>8,909,583</b>	<b>8,868,096</b>	<b>9,174,089</b>	<b>9,691,377</b>	<b>10,036,796</b>	<b>345,419</b>	<b>3.6%</b>

## Town of Hanover Budget Departmental Summary

	<u>FY2012 Year-</u>	<u>FY2013 Year-</u>	<u>FY2014 Year-</u>	<u>FY2015</u>	<u>FY2016</u>	<u>\$ Change</u>	<u>% Change</u>
	<u>End Actuals</u>	<u>End Actuals</u>	<u>End Actuals</u>	<u>Adopted</u>	<u>Proposed Budget</u>	<u>to FY16</u>	<u>to FY16</u>
				<u>Budget</u>		<u>Budget</u>	<u>Budget</u>
<b>Non-Personnel Costs</b>							
Administrative Svcs/Genl Govt	359,527	306,250	326,843	302,202	269,479	(32,723)	-10.8%
Planning and Zoning	45,546	78,469	60,057	38,805	36,032	(2,773)	-7.1%
Town Properties	618,769	536,075	705,781	675,684	1,377,437	701,753	103.9%
Police	360,277	133,786	280,258	209,821	765,293	555,472	264.7%
Public Works	2,300,974	2,152,267	2,033,093	2,091,294	1,912,567	(178,727)	-8.5%
Health and Social Services	235,885	247,968	276,715	284,927	312,695	27,768	9.7%
Parks and Recreation	260,886	259,165	299,535	258,318	257,535	(783)	-0.3%
Libraries	110,933	132,019	128,573	109,877	118,751	8,874	8.1%
Conservation Commission	55,217	37,106	73,127	18,200	21,800	3,600	19.8%
Unallocated - Pooled Expenditures	(89,054)	(112,201)	(203,380)	(134,622)	353,105	487,727	-362.3%
<b>Total Non-Personnel</b>	<b>4,258,960</b>	<b>3,770,903</b>	<b>3,980,601</b>	<b>3,854,506</b>	<b>5,424,694</b>	<b>1,570,188</b>	<b>40.7%</b>
<b>Personnel and Non-Personnel</b>							
Administrative Svcs/Genl Govt	1,361,527	1,264,384	1,343,083	1,293,441	1,292,934	(507)	0.0%
Planning and Zoning	416,752	473,798	361,483	432,733	430,609	(2,124)	-0.5%
Town Properties	862,207	771,043	942,632	923,133	1,635,614	712,481	77.2%
Police	2,399,933	2,079,570	2,236,386	2,246,026	2,885,972	639,946	28.5%
Public Works	3,709,158	3,606,587	3,534,033	3,645,995	3,564,966	(81,029)	-2.2%
Health and Social Services	244,831	264,501	288,583	298,927	327,572	28,645	9.6%
Parks and Recreation	739,566	742,157	802,906	859,538	877,612	18,074	2.1%
Libraries	995,456	1,029,590	1,054,291	1,047,730	1,146,263	98,533	9.4%
Conservation Commission	55,217	37,106	73,127	18,200	21,800	3,600	19.8%
Unallocated - Pooled Expenditures	2,383,897	2,370,263	2,518,166	2,780,160	3,278,148	497,988	17.9%
<b>Total General Fund Expenditures</b>	<b>13,168,544</b>	<b>12,638,998</b>	<b>13,154,691</b>	<b>13,545,883</b>	<b>15,461,490</b>	<b>1,915,607</b>	<b>14.1%</b>
<b>General Fund Municipal Property Tax</b>	<b>7,973,771</b>	<b>8,329,334</b>	<b>8,665,194</b>	<b>8,938,366</b>	<b>9,215,719</b>	<b>277,353</b>	<b>3.1%</b>
<b>General Fund Tax Ratio</b>	<b>60.6%</b>	<b>65.9%</b>	<b>65.9%</b>	<b>66.0%</b>	<b>59.6%</b>		
<i>Percentage of General Fund Appropriations Paid for by Taxes</i>							

## Town of Hanover Budget Departmental Summary

	<u>FY2012 Year- End Actuals</u>	<u>FY2013 Year- End Actuals</u>	<u>FY2014 Year- End Actuals</u>	<u>FY2015 Adopted Budget</u>	<u>FY2016 Proposed Budget</u>	<u>\$ Change FY15 Budget to FY16 Budget</u>	<u>% Change FY15 Budget to FY16 Budget</u>
<b><u>Special Funds Revenues</u></b>							
Fire Department	2,933,345	2,957,889	3,237,128	3,111,441	3,398,066	286,625	9.2%
Hanover Ambulance Services	572,214	701,312	807,065	793,719	817,807	24,088	3.0%
Water Reclamation Facility	2,296,375	2,441,936	2,697,037	2,661,073	2,754,116	93,043	3.5%
Water Utility Fund	1,472,662	1,452,838	1,876,908	1,940,857	1,940,861	4	0.0%
Parking Operations	1,540,314	1,607,792	1,985,216	1,806,149	1,805,261	(888)	0.0%
<b>Total Special Funds Revenues</b>	<b>8,814,911</b>	<b>9,161,768</b>	<b>10,603,355</b>	<b>10,313,239</b>	<b>10,716,112</b>	<b>402,873</b>	<b>3.9%</b>
<b><u>Special Funds Expenditures</u></b>							
<b>Personnel Costs</b>							
Fire Department	1,835,943	1,825,761	1,873,608	1,910,674	1,983,192	72,518	3.8%
Hanover Ambulance Services	443,693	503,733	547,167	556,223	586,232	30,009	5.4%
Water Reclamation Facility	608,900	580,781	604,698	636,883	636,980	97	0.0%
Water Utility Fund	461,046	425,006	470,191	457,081	427,311	(29,770)	-6.5%
Parking Operations	434,176	502,830	357,764	350,298	364,132	13,834	3.9%
<b>Total Personnel</b>	<b>3,783,759</b>	<b>3,838,111</b>	<b>3,853,427</b>	<b>3,911,159</b>	<b>3,997,847</b>	<b>86,688</b>	<b>2.2%</b>
<b>Non-Personnel Costs</b>							
Fire Department	1,132,116	1,132,128	1,331,905	1,200,767	1,414,874	214,107	17.8%
Hanover Ambulance Services	207,427	197,579	273,757	237,495	231,575	(5,920)	-2.5%
Water Reclamation Facility	1,318,188	1,654,679	1,917,284	2,024,191	2,117,136	92,945	4.6%
Water Utility Fund	1,025,995	1,192,252	1,641,966	1,483,776	1,513,550	29,774	2.0%
Parking Operations	1,105,100	1,098,499	1,532,850	1,455,852	1,441,129	(14,723)	-1.0%
<b>Total Non-Personnel</b>	<b>4,788,825</b>	<b>5,275,136</b>	<b>6,697,761</b>	<b>6,402,081</b>	<b>6,718,264</b>	<b>316,183</b>	<b>4.9%</b>
<b>Personnel and Non-Personnel</b>							
Fire Department	2,968,059	2,957,889	3,205,512	3,111,441	3,398,066	286,625	9.2%
Hanover Ambulance Services	651,120	701,312	820,924	793,719	817,807	24,088	3.0%
Water Reclamation Facility	1,927,088	2,235,459	2,521,982	2,661,073	2,754,116	93,043	3.5%
Water Utility Fund	1,487,041	1,617,258	2,112,157	1,940,857	1,940,861	4	0.0%
Parking Operations	1,539,276	1,601,329	1,890,614	1,806,149	1,805,261	(888)	0.0%
<b>Total Special Funds Expenditures</b>	<b>8,572,584</b>	<b>9,113,248</b>	<b>10,551,189</b>	<b>10,313,239</b>	<b>10,716,112</b>	<b>402,873</b>	<b>3.9%</b>

## Town of Hanover Budget Departmental Summary

	<u>FY2012 Year-</u> <u>End Actuals</u>	<u>FY2013 Year-</u> <u>End Actuals</u>	<u>FY2014 Year-</u> <u>End Actuals</u>	<u>FY2015</u> <u>Adopted</u> <u>Budget</u>	<u>FY2016</u> <u>Proposed Budget</u>	<u>\$ Change</u> <u>FY15 Budget</u> <u>to FY16</u> <u>Budget</u>	<u>% Change</u> <u>FY15 Budget</u> <u>to FY16</u> <u>Budget</u>
<b>Special Funds Tax Support</b>							
<b>Fire District Taxes</b>	2,563,518	2,688,932	2,745,312	2,820,020	2,904,779	84,759	3.0%
<b>Fire Fund Tax Ratio</b>	86.4%	90.9%	85.6%	90.6%	85.5%		
<i>Percentage of Fire Fund Appropriations Paid for by Taxes</i>							
<b>Parking District and Tax Increment</b>							
<b>Financing District Taxes</b>	87,360	86,903	86,895	85,000	85,000	-	0.0%
<b>Parking Fund Tax Ratio</b>	5.7%	5.4%	4.6%	4.7%	4.7%		
<i>Percentage of Parking Fund Appropriations Paid for by Taxes</i>							

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

	2013-14 YTD	2014-15	2015-16		
	Actuals	Approved Budget	Proposed Budget	% Incr	\$ Incr
<b>General Fund</b>					
<b>Sources</b>					
Property Taxes - Town Portion Only	8,665,194	8,938,366	9,215,719	3.1%	277,353
Motor Vehicle and Other Town Clerk Fees	1,299,221	1,239,609	1,305,900	5.3%	66,291
Charges for Services and Participant Fees	1,138,391	1,198,524	1,196,264	-0.2%	(2,260)
State Appropriations and Federal and Other Grants	762,537	786,250	842,725	7.2%	56,475
Other Reserve Funds	542,602	483,364	1,572,233	225.3%	1,088,869
Planning & Zoning Permits and Fees	329,474	258,200	311,200	20.5%	53,000
PILT, Yield Tax, Cable Franchise Fee)	256,705	183,062	224,523	22.6%	41,461
Other Miscellaneous Income	261,120	138,508	343,925	148.3%	205,417
Transfer from General Fund Undesignated Fund Balance	-	185,000	314,000	69.7%	129,000
Outside Project Revenue/Other Project Support	3,477	100,000	100,000	0.0%	-
Investment Income	25,384	35,000	35,000	0.0%	-
<b>Total General Fund Sources</b>	<b>13,284,104</b>	<b>13,545,883</b>	<b>15,461,490</b>	<b>14.1%</b>	<b>1,915,607</b>
<b>Uses (w/Allocation of Facilities, Fringe Benefits and Other Costs)</b>					
Public Works	4,451,261	4,636,344	5,058,557	9.1%	422,214
Police Department	3,346,038	3,268,083	3,959,111	21.1%	691,027
General Town Government	2,417,274	2,482,478	3,041,520	22.5%	559,042
Libraries	1,651,715	1,805,043	1,942,427	7.6%	137,385
Parks & Recreation	1,288,403	1,353,935	1,459,875	7.8%	105,939
<b>Total General Fund Uses</b>	<b>13,154,690</b>	<b>13,545,883</b>	<b>15,461,490</b>	<b>14.1%</b>	<b>1,915,607</b>
<b>Fire Fund</b>					
<b>Sources</b>					
Fire District Taxes	2,745,312	2,820,020	2,904,779	3.0%	84,759
Transfer from Fire Fund Undesignated Fund Balance	-	119,635	106,346	-11.1%	(13,289)
Hydrant Rentals (Pymts from Users of Private Hydrants)	74,056	78,536	78,536	0.0%	-
Charges for Services (e.g., Fire Alarms, Special Detail)	35,705	68,500	67,000	-2.2%	(1,500)
Payment in Lieu of Taxes (former Water Co. Taxes)	24,175	24,752	25,251	2.0%	499
Transfers from Capital and Reserve Fund	354,100	-	216,154	-	216,154
Federal, State and Other Grants	3,780	-	-	-	-
<b>Total Fire Fund Sources</b>	<b>3,237,128</b>	<b>3,111,443</b>	<b>3,398,066</b>	<b>9.2%</b>	<b>286,623</b>
<b>Uses</b>					
Salaries and Benefits	1,873,608	1,910,674	1,983,192	3.8%	72,518
Hydrant System Charges (transfer to Water Fund)	474,432	477,725	405,000	-15.2%	(72,725)
Fire Suppression	282,309	327,793	382,459	16.7%	54,666
Facilities Costs (Main and Etna Fire Stations)	53,383	183,001	78,566	-57.1%	(104,435)
Fire Apparatus and Vehicle Replacement	452,336	142,776	476,326	233.6%	333,550
Administration	57,221	36,348	35,809	-1.5%	(539)
Hazardous Materials, Fire Prevention and Alarm Mtce.	9,524	19,049	21,388	12.3%	2,339
Training and Professional Development	2,701	14,077	15,327	8.9%	1,250
<b>Total Fire Fund Uses</b>	<b>3,205,512</b>	<b>3,111,443</b>	<b>3,398,066</b>	<b>9.2%</b>	<b>286,623</b>

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

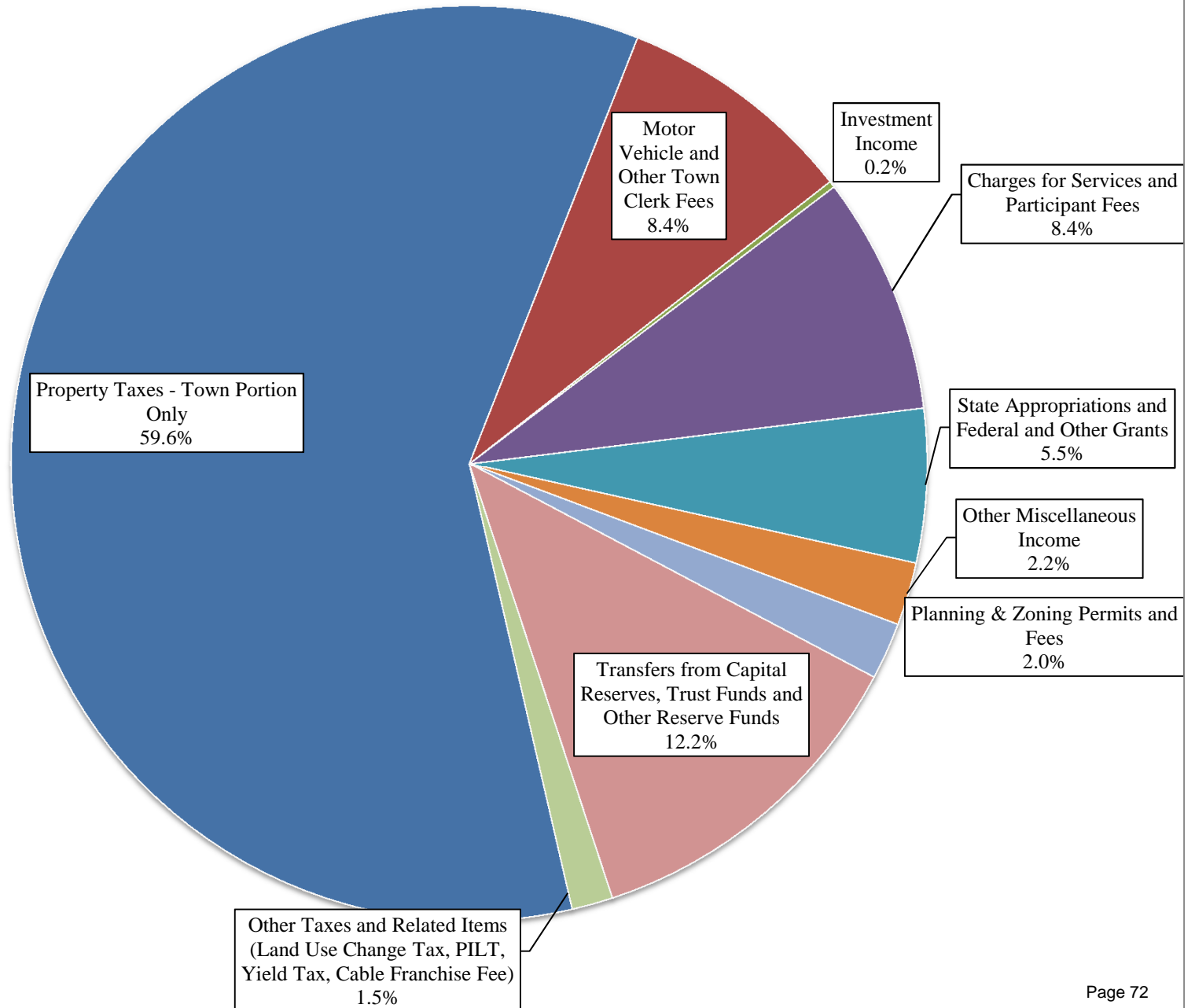
	2013-14 YTD	2014-15	2015-16		
	Actuals	Approved Budget	Proposed Budget	% Incr	\$ Incr
<u>Ambulance Fund</u>					
<i>Sources</i>					
Service Charges (net of uncollectibles)	360,067	412,800	412,800	0.0%	-
Community Per Capita Contributions	339,385	356,719	400,807	12.4%	44,088
Transfer from Ambulance Fund Undesig. Fund Balance	26,275	20,000	-	-100.0%	(20,000)
Other Income	6,338	4,200	4,200	0.0%	-
Transfers from Capital Reserve Fund	75,000	-	-	-	-
<b>Total Ambulance Fund Sources</b>	<b>807,065</b>	<b>793,719</b>	<b>817,807</b>	<b>3.0%</b>	<b>24,088</b>
<i>Uses</i>					
Salaries and Benefits	547,167	556,223	586,232	5.4%	30,009
Administration (includes G&A Overhead Allocation)	116,244	153,438	147,406	-3.9%	(6,032)
Ambulance and Rescue Apparatus Replacement	126,067	51,000	51,000	0.0%	-
Operational Equipment and Supplies	31,445	33,058	33,168	0.3%	110
<b>Total Ambulance Fund Uses</b>	<b>820,924</b>	<b>793,719</b>	<b>817,807</b>	<b>3.0%</b>	<b>24,088</b>
<u>Water Reclamation Facility (Sewer) Fund</u>					
<i>Sources</i>					
Sewer Usage Billings	2,235,465	2,306,039	2,325,039	0.8%	19,000
Other Income	9,282	8,500	8,500	0.0%	-
Outside Projects	-	50,000	50,000	0.0%	-
NH DES Grant-in-Aid	168,450	43,319	153,703	254.8%	110,384
Sewer Connection Fees	107,194	21,215	21,215	0.0%	-
Transfers from Capital Reserves	176,646	-	47,500	-	47,500
Transfer from WRF Fund Undesignated Fund Balance	-	232,000	148,159	-36.1%	(83,841)
<b>Total WRF Fund Sources</b>	<b>2,697,037</b>	<b>2,661,073</b>	<b>2,754,116</b>	<b>3.5%</b>	<b>93,043</b>
<i>Uses</i>					
Plant Operations	999,230	1,049,209	1,173,823	11.9%	124,614
Plant Improvements-Capital Investment, Debt Svc	918,055	924,981	893,313	-3.4%	(31,668)
Salaries and Benefits	604,698	636,883	636,980	0.0%	97
Outside Project Work	-	50,000	50,000	0.0%	-
<b>Total WRF Fund Uses</b>	<b>2,521,982</b>	<b>2,661,073</b>	<b>2,754,116</b>	<b>3.5%</b>	<b>93,043</b>
<u>Water Utility Fund</u>					
<i>Sources</i>					
Water Customer Billings	1,407,719	1,729,493	1,779,496	2.9%	50,003
Transfer from Water Fund Undesig. Fund Balance	365,734	-	-	-	-
Outside Projects	5,922	75,000	75,000	0.0%	-
Transfers from Capital Reserves	67,305	121,600	77,500	-36.3%	(44,100)
NH DES Grant-in-Aid	7,861	7,861	1,965	-75.0%	(5,895)
Water Connection Fees	4,161	6,300	6,300	0.0%	-
Other Income	18,207	600	600	0.0%	-
<b>Total Water Fund Sources</b>	<b>1,876,908</b>	<b>1,940,854</b>	<b>1,940,861</b>	<b>0.0%</b>	<b>7</b>
<i>Uses</i>					
Plant Improvements-Capital Investment, Debt Svc	1,415,531	1,130,616	1,050,799	-7.1%	(79,817)
Plant Operations	450,903	499,206	525,606	5.3%	26,400
Salaries and Benefits	470,191	457,080	427,311	-6.5%	(29,769)
Payment in Lieu of Taxes (former Water Co. Taxes)	242,581	251,677	262,144	4.2%	10,467
Outside Project Work	5,677	75,000	75,000	0.0%	-
Hydrant System Charges (transfer from Fire Fund)	(472,725)	(472,725)	(400,000)	-15.4%	72,725
<b>Total Water Fund Uses</b>	<b>2,112,157</b>	<b>1,940,854</b>	<b>1,940,861</b>	<b>0.0%</b>	<b>7</b>



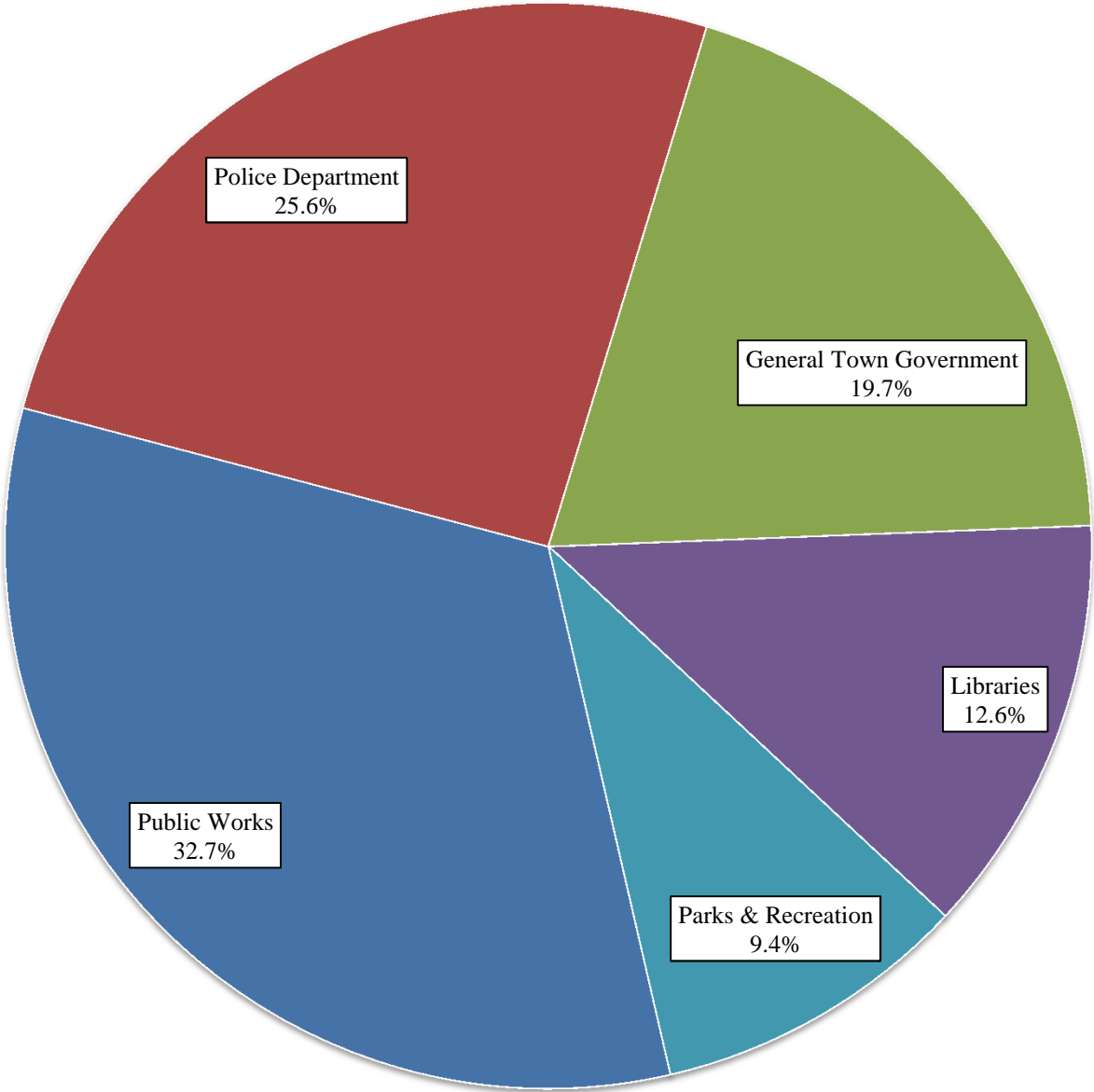
## Town of Hanover - Recast Budget Summary - Functional Presentation

	2013-14 YTD	2014-15	2015-16		
	Actuals	Approved Budget	Proposed Budget	% Incr	\$ Incr
<b>Parking Fund</b>					
<i>Sources</i>					
Surface Lot and Street Metered and Permit Parking	657,673	752,310	740,421	-1.6%	(11,889)
Parking Facility Permit, Leased and Short Term Parking	569,339	562,840	559,840	-0.5%	(3,000)
Parking Fines	361,451	370,000	370,000	0.0%	-
Tax Increment Financing (TIF) District Levy	86,895	85,000	85,000	0.0%	-
Transfers from Capital Reserve Fund	297,395	30,000	44,000	46.7%	14,000
Miscellaneous Revenues	12,464	6,000	6,000	0.0%	-
<b>Total Parking Fund Sources</b>	<b>1,985,216</b>	<b>1,806,150</b>	<b>1,805,261</b>	<b>0.0%</b>	<b>(889)</b>
<i>Uses</i>					
Parking Facility Capital Costs	523,580	419,696	474,335	13.0%	54,639
Salaries and Benefits	357,764	350,298	364,133	3.9%	13,835
Administration (includes G&A Overhead Allocation)	331,514	344,729	390,557	13.3%	45,828
Surface Lot and Street Parking Operating Costs	288,616	291,090	164,493	-43.5%	(126,597)
Advance Transit Shuttle Service, Municipal Contributio	202,256	227,205	234,021	3.0%	6,816
Parking Facility Operating Costs	172,203	163,132	157,722	-3.3%	(5,410)
Surface Lot and Street Parking Capital Costs	14,680	10,000	20,000	100.0%	10,000
<b>Total Parking Fund Uses</b>	<b>1,890,614</b>	<b>1,806,150</b>	<b>1,805,261</b>	<b>0.0%</b>	<b>(889)</b>

## 2015-16 Proposed Budget - Sources of General Fund Revenues



# 2015-16 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*

		*PROPOSED* 2015 Tax Rate (4/1/15-3/31/16)				2014 Tax Rate (4/1/14-3/31/15)		
		Estimated Net						
<u>Town Funds</u>		Valuation	Tax Levy	Rate	% Incr	Net Valuation	Tax Levy	Rate
<b>General Municipal Tax Rate</b>		1,978,944,600	9,215,719	4.66	2.57%	1,964,944,600	8,931,903	4.54
<b>Fire District #1</b>		1,440,636,753	2,206,107	1.53	0.66%	1,430,445,000	2,165,363	1.52
<b>Fire District #2</b>		525,285,622	690,118	1.31	4.80%	521,569,500	646,904	1.25
<b>Fire District #3</b>		13,022,225	8,554	0.66	8.33%	12,930,100	7,751	0.60
		<i>Combined Fire District #1</i>		6.19	2.12%			6.06
		<i>Combined Fire District #2</i>		5.97	3.12%			5.79
		<i>Combined Fire District #3</i>		5.31	3.38%			5.14

These tax rates are \*ESTIMATES\* only; the final tax rate will be set in early October 2015 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:

2015 Tax Year	6.12	2.41%	2014 Tax Year	5.98
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# Town of Hanover - Tax Rate History of Municipal, School and County Combined Tax Rates

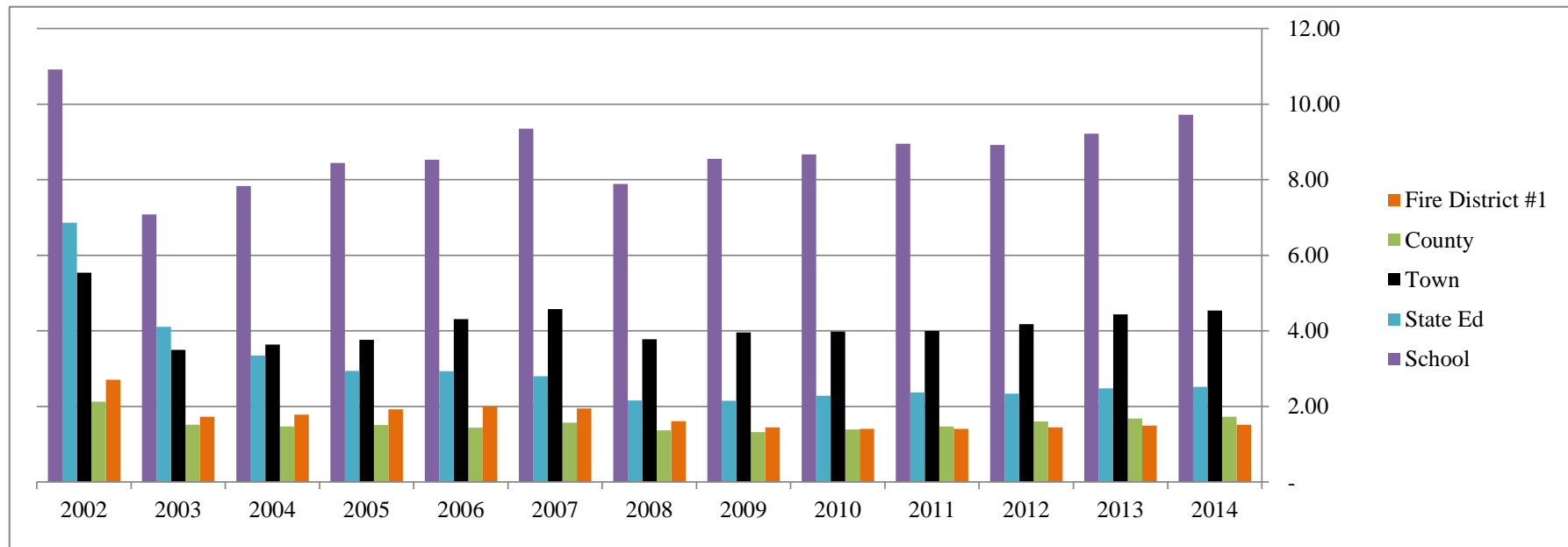
## Fire District #1 (Properties w/in Hydrant System)

Tax Rate Breakdown

Year	Town-wide Taxable Valuation	Change in Valuation from Previous Year	Tax Rate per \$1,000	% Increase from Previous Year	Fire District				
					Town	#1	County	School	State Ed
2014	1,964,944,600	18,135,200	20.03	3.7%	4.54	1.52	1.73	9.72	2.52
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

(\*) Revaluation Year

(+) Fire Districts Reconfigured



# Town of Hanover - Tax Rate History of Municipal, School and County Combined Tax Rates

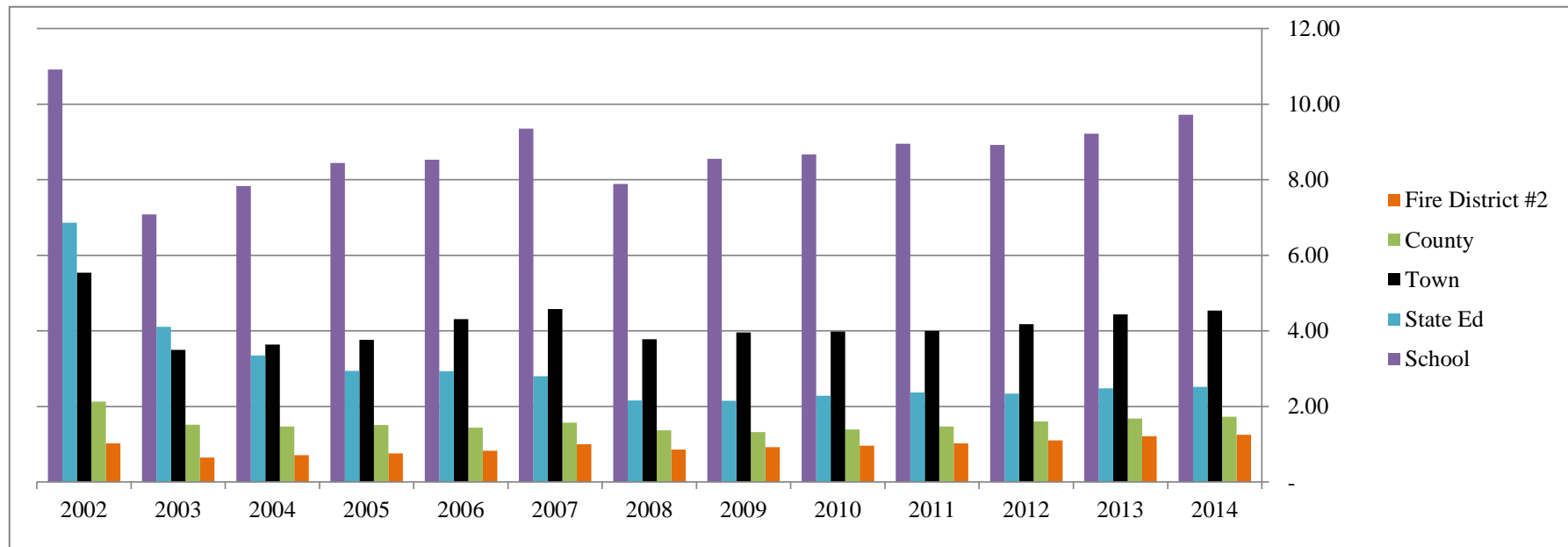
## Fire District #2 (Properties w/o Hydrant-West of Moose Mtn)

Tax Rate Breakdown

Year	Town-wide Taxable Valuation	Change in Valuation from Previous Year	Tax Rate per \$1,000	% Increase from Previous Year	Fire District				
					Town	#2	County	School	State Ed
2014	1,964,944,600	18,135,200	19.76	3.8%	4.54	1.25	1.73	9.72	2.52
2013	1,946,809,400	(45,211,100) (*)	19.03	4.9%	4.44	1.21	1.68	9.22	2.48
2012	1,992,020,500	17,255,400	18.14	1.9%	4.18	1.10	1.60	8.92	2.34
2011	1,974,765,100	10,142,900	17.81	3.1%	4.00	1.02	1.47	8.95	2.37
2010	1,964,622,200	27,281,600	17.28	2.2%	3.98	0.96	1.39	8.67	2.28
2009	1,937,340,600	38,747,400	16.90	5.2%	3.96	0.92	1.32	8.55	2.15
2008	1,898,593,200	366,842,500 (*)	16.06	-16.8%	3.78	0.86	1.37	7.89	2.16
2007	1,531,750,700	37,983,000 (+)	19.30	7.0%	4.58	1.00	1.57	9.35	2.80
2006	1,493,767,700	52,267,300	18.04	3.6%	4.31	0.83	1.44	8.53	2.93
2005	1,441,500,400	19,594,500	17.41	2.4%	3.76	0.76	1.51	8.44	2.94
2004	1,421,905,900	18,611,800	17.00	0.8%	3.64	0.71	1.47	7.83	3.35
2003	1,403,294,100	557,544,300 (*)	16.86	-36.3%	3.50	0.65	1.52	7.08	4.11
2002	845,749,800	22,401,000	26.47	-3.0%	5.54	1.02	2.13	10.92	6.86

(\*) Revaluation Year

(+) Fire Districts Reconfigured



## INDEPENDENT AUDITORS' REPORT

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

Additional Offices:  
Nashua, NH  
Andover, MA  
Greenfield, MA  
Ellsworth, ME

### **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, 2014, 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. 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, 2014, 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.

*Melanson Heath*

December 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, 2014.

### 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).

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, health and human services 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 \$48,250,400 (i.e., net position), a change of \$458,137 in comparison to the prior year.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of \$5,652,977, a change of \$135,049 in comparison to the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$1,006,730, a change of \$(191,609) in comparison to the prior year.
- Bonds payable at the close of the current fiscal year was \$17,916,968, a change of \$(1,268,986) 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>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
Current and other assets	\$ 26,548,721	\$ 23,595,411	\$ 2,743,716	\$ 4,848,244	\$ 29,292,437	\$ 28,443,655
Capital assets	<u>34,304,543</u>	<u>33,952,313</u>	<u>28,268,595</u>	<u>29,232,246</u>	<u>62,573,138</u>	<u>63,184,559</u>
Total assets	60,853,264	57,547,724	31,012,311	34,080,490	91,865,575	91,628,214
Current liabilities	16,179,972	13,851,414	1,570,830	3,238,892	17,750,802	17,090,306
Noncurrent liabilities	7,345,213	7,543,179	13,436,227	14,565,631	20,781,440	22,108,810
Deferred inflows	<u>5,082,933</u>	<u>4,636,835</u>	<u>-</u>	<u>-</u>	<u>5,082,933</u>	<u>4,636,835</u>
Total liabilities	28,608,118	26,031,428	15,007,057	17,804,523	43,615,175	43,835,951
Net position:						
Net investment in capital assets	30,400,909	29,456,290	13,872,887	13,727,047	44,273,796	43,183,337
Restricted	2,135,517	1,963,192	-	-	2,135,517	1,963,192
Unrestricted	<u>(291,280)</u>	<u>96,814</u>	<u>2,132,367</u>	<u>2,548,920</u>	<u>1,841,087</u>	<u>2,645,734</u>
Total net position	<u>\$ 32,245,146</u>	<u>\$ 31,516,296</u>	<u>\$ 16,005,254</u>	<u>\$ 16,275,967</u>	<u>\$ 48,250,400</u>	<u>\$ 47,792,263</u>

CHANGES IN NET POSITION

	<u>Governmental</u>		<u>Business-Type</u>		<u>Total</u>	
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
<b>Revenues:</b>						
Program revenues:						
Charges for services	\$ 4,212,432	\$ 3,859,082	\$ 4,212,831	\$ 4,480,186	\$ 8,425,263	\$ 8,339,268
Operating grants and contributions	335,783	292,172	139,343	16,244	475,126	308,416
Capital grants and contributions	358,681	130,632	-	93,273	358,681	223,905
General revenues:						
Property taxes	11,408,133	10,994,849	-	-	11,408,133	10,994,849
Motor vehicle permit fees	1,323,304	1,236,128	-	-	1,323,304	1,236,128
Penalties and interest on taxes	283,924	260,226	-	-	283,924	260,226
Grants and contributions not restricted to specific programs	746,784	748,035	7,861	7,861	754,645	755,896
Investment income	66,959	31,231	279	1,465	67,238	32,696
Other	287,522	754,202	17,419	21,947	304,941	776,149
Total revenues	<u>19,023,522</u>	<u>18,306,557</u>	<u>4,377,733</u>	<u>4,620,976</u>	<u>23,401,255</u>	<u>22,927,533</u>
<b>Expenses:</b>						
General government	4,778,919	4,308,869	-	-	4,778,919	4,308,869
Public safety	7,528,845	7,394,928	-	-	7,528,845	7,394,928
Highway and streets	2,979,890	3,168,537	-	-	2,979,890	3,168,537
Sanitation	315,344	329,940	-	-	315,344	329,940
Health and human services	315,083	289,748	-	-	315,083	289,748
Culture and recreation	2,262,585	2,152,052	-	-	2,262,585	2,152,052
Interest on long-term debt	140,256	206,231	-	-	140,256	206,231
Water	-	-	1,913,029	1,702,169	1,913,029	1,702,169
Water reclamation	-	-	2,735,417	3,004,233	2,735,417	3,004,233
Total expenses	<u>18,320,922</u>	<u>17,850,305</u>	<u>4,648,446</u>	<u>4,706,402</u>	<u>22,969,368</u>	<u>22,556,707</u>
Change in net position before transfers and permanent fund contributions	702,600	456,252	(270,713)	(85,426)	431,887	370,826
Permanent fund contributions	<u>26,250</u>	<u>49,794</u>	<u>-</u>	<u>-</u>	<u>26,250</u>	<u>49,794</u>
Change in net position	728,850	506,046	(270,713)	(85,426)	458,137	420,620
Net position - beginning 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>
Net position - end of year	<u>\$ 32,245,146</u>	<u>\$ 31,516,296</u>	<u>\$ 16,005,254</u>	<u>\$ 16,275,967</u>	<u>\$ 48,250,400</u>	<u>\$ 47,792,263</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 \$48,250,400, a change of \$458,137 from the prior year.

The largest portion of net position \$44,273,796 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 \$2,135,517 represents resources that are subject to external restrictions on how they may be used. In theory, the remaining balance of unrestricted net position \$1,841,087, 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 \$728,850. Key elements of this change are as follows:

General fund operations, as discussed further in Section D	\$ (410,005)
Fire fund activity	35,652
Parking fund activity	176,282
Nonmajor fund activity	333,120
Depreciation, which is not budgeted or funded, over principal maturities, a budgeted expense	(1,704,382)
Capital asset additions, net of disposals	2,445,462
Other	<u>(147,279)</u>
Total	<u>\$ 728,850</u>

**Business-type activities.** Business-type activities for the year resulted in a change in net position of \$(270,713). Key elements of this change are as follows:

Water operations	\$ (11,176)
Water reclamation operations	<u>(259,537)</u>
Total	<u>\$ (270,713)</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 \$5,652,977, a change of \$135,049 in comparison to the prior year. Key elements of this change are as follows:

General fund operations	\$ (410,005)
Fire fund activity	35,652
Parking fund activity	176,282
Nonmajor fund activity	<u>333,120</u>
Total	<u>\$ 135,049</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 \$1,006,730, while total fund balance was \$3,166,213. 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>6/30/14</u>	<u>6/30/13</u>	<u>Change</u>	% of Total General Fund Expenditures
Unassigned fund balance	\$ 1,006,730	\$ 1,198,339	\$ (191,609)	8.1%
Total fund balance	\$ 3,166,213	\$ 3,576,218	\$ (410,005)	25.3%

The total fund balance of the general fund changed by \$(410,005) during the current fiscal year. Key factors in this change are as follows:

Revenues in excess of budget	\$ 26,762
Expenditures less than budget	190,835
Expenditures of current year encumbrance over prior year encumbrance	40,261
Change in capital reserves	(540,496)
Use of fund balance as a funding source	(120,000)
Excess of tax collections as compared to budget	<u>(7,367)</u>
Total	<u>\$ (410,005)</u>

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

	<u>6/30/14</u>	<u>6/30/13</u>	<u>Change</u>
Capital reserves	\$ <u>1,151,461</u>	\$ <u>1,691,957</u>	\$ <u>(540,496)</u>
Total	<u>\$ 1,151,461</u>	<u>\$ 1,691,957</u>	<u>\$ (540,496)</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 \$2,132,367.

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 \$62,573,138 (net of accumulated depreciation), a change of \$(611,421) 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:**

SHIM Overlay Paving Program	\$ 589,741
VHF Simulcast REG Radio System	\$ 458,843
E-One Mainline Tanker/Pumper	\$ 325,000
Etna Library Handicap Accessibility	\$ 260,902

**Business-type Activities:**

Mosaic Water Meters Data Collection System	\$ 712,271
Lebanon St Waterline Replacement	\$ 107,085

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 \$17,916,968, 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, 2014

	General	Fire Fund	Parking Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and short-term investments	\$ 21,009,301	-	-	-	\$ 21,744,415
Restricted cash	1,471,046	-	-	-	1,471,046
Receivables:					
Property taxes	2,778,833	-	-	-	2,778,833
User fees	14,044	6,832	910	23,497	45,283
Due from other funds	2,273,666	2,132,051	812,830	544,700	5,763,247
Other assets	458,525	-	-	50	458,575
<b>TOTAL ASSETS</b>	<b>\$ 28,005,415</b>	<b>\$ 2,138,883</b>	<b>\$ 813,740</b>	<b>\$ 1,303,361</b>	<b>\$ 32,261,399</b>
<b>LIABILITIES</b>					
Accounts payable	\$ 1,180,921	\$ 15,492	\$ 7,639	\$ 83,554	\$ 1,287,606
Accrued liabilities	34,898	-	-	-	34,898
Due to other governments	13,807,197	-	-	-	13,807,197
Tax refunds payable	79,300	-	-	-	79,300
Due to other funds	4,248,819	1,589,158	-	4,067	5,842,044
Deposits held in custody	-	-	-	4,509	4,509
Other liabilities	240,311	-	-	3,665	243,976
<b>TOTAL LIABILITIES</b>	<b>19,591,446</b>	<b>1,604,650</b>	<b>7,639</b>	<b>95,795</b>	<b>21,299,530</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>5,247,756</b>	<b>-</b>	<b>61,136</b>	<b>-</b>	<b>5,308,892</b>
<b>FUND BALANCES</b>					
Nonspendable	455,951	-	-	274,416	730,367
Restricted	-	534,233	744,965	651,620	1,930,818
Committed	1,336,461	-	-	318,055	1,654,516
Assigned	367,071	-	-	-	367,071
Unassigned	1,006,730	-	-	(36,525)	970,205
<b>TOTAL FUND BALANCES</b>	<b>3,166,213</b>	<b>534,233</b>	<b>744,965</b>	<b>1,207,566</b>	<b>5,652,977</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 28,005,415</b>	<b>\$ 2,138,883</b>	<b>\$ 813,740</b>	<b>\$ 1,303,361</b>	<b>\$ 32,261,399</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, 2014

<b>Total governmental fund balances</b>	\$	5,652,977
• Investment in Trescott Company is not a financial resource and, therefore, is not reported in the funds.		73,200
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		34,304,543
• Revenues are reported on the accrual basis of accounting and are not deferred until collection.		203,328
• In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.		(92,994)
• Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds.		<u>(7,895,908)</u>
<b>Net position of governmental activities</b>	<b>\$</b>	<b><u>32,245,146</u></b>

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

**Town of Hanover Statement of General Indebtedness FY 2013-14**  
**Projected Balances Due - including Principal and Interest**

		FY2013-14 Debt Service Payments (and Principal Forgiveness)		FY2013-14 Debt Incurred or Refinanced	Balance Due @ 6/30/2014
	Matures	Balance Due @ 7/1/2013			
<b>General Fund</b>					
2003 Community Center Bond	1/15/2023	\$ 915,309	\$ (107,258)	\$ -	\$ 808,051
2004 Dresden Note for HHS Property Option	8/15/2023	1,100,000	(100,000)	-	1,000,000
2007 Town-Wide IP Telephone Switch	3/1/2014	7,750	(7,750)	-	-
2010 Surveillance System - Police Department	7/15/2013	6,288	(6,288)	-	-
2012 Wide Format Plotter - Public Works	9/1/2016	11,096	(3,504)	-	7,592
<b>Total General Fund</b>		<b>\$ 2,040,443</b>	<b>\$ (224,800)</b>	<b>\$ -</b>	<b>\$ 1,815,643</b>
<b>Fire Fund</b>					
2007 E-1 Aerial Tower - Fire Department	10/3/2015	126,706	(42,236)	-	84,470
<b>Total Fire Fund</b>		<b>\$ 126,706</b>	<b>\$ (42,236)</b>	<b>\$ -</b>	<b>\$ 84,470</b>
<b>Water Utility Fund</b>					
2002 Hanover Water Works SRF#1071010	7/1/2021	2,742,369	(304,708)	-	2,437,661
2007 Hanover Water Works SRF#1071010-04	7/1/2027	6,839,070	(455,938)	-	6,383,132
2011 Citizens Loan Refinancing	7/15/2015	258,638	(117,425)	-	141,212
2013 Water Meter Replacement Project	10/14/2021	707,451	(78,606)	-	628,846
<b>Total Water Utility Fund</b>		<b>\$ 10,547,527</b>	<b>\$ (956,676)</b>	<b>\$ -</b>	<b>\$ 9,590,851</b>
<b>Water Reclamation Facility (Sewer) Fund</b>					
2008 Hanover Sewer Plant SRF#1071010-04	12/1/2027	2,843,263	(225,735)	-	2,617,528
2011 Dump Trailer (for sludge hauling)	7/15/2015	27,716	(9,239)	-	18,477
2013 Hanover Sewer Plant SRF#CS-333197-05	8/1/2026	1,037,556	(74,111)	-	963,445
2013 Hanover Sewer Plant SRF#CS-330197-04	7/1/2027	5,149,579	(343,305)	-	4,806,274
<b>Total Water Reclamation Facility Fund</b>		<b>\$ 9,058,115</b>	<b>\$ (652,390)</b>	<b>\$ -</b>	<b>\$ 8,405,725</b>
<b>Parking Fund</b>					
1999 Parking Facility Bond	1/15/2029	5,055,390	(323,672)	-	4,731,718
2011 Video Surveillance Eqpt (Garage, Lot#1)	12/15/2014	20,325	(10,162)	-	10,162
<b>Total Parking Fund</b>		<b>\$ 5,075,715</b>	<b>\$ (333,834)</b>	<b>\$ -</b>	<b>\$ 4,741,880</b>
<b>Total Outstanding Indebtedness All Funds</b>		<b>\$ 26,828,180</b>	<b>\$ (2,199,774)</b>	<b>\$ -</b>	<b>\$ 24,628,406</b>

Town of Hanover Trust Funds

	6/30/2013					Authorized but not yet Disbursed	6/30/2014 Market Value Balance
	Market Value Balance	Income Net of Mgmt Fees	Change in Market Value	Deposits	With-drawals		
<b>Common Trust Funds</b>							
Cemeteries	\$ 155,118	\$ 3,530	\$ 19,201	\$ 1,240	\$ (701)	\$ -	\$ 178,388
Library	1,914	44	237	15	(9)	-	2,201
Poor	292	7	36	2	(1)	-	336
<b>Subtotal Common Trust Funds</b>	<b>\$ 157,324</b>	<b>\$ 3,581</b>	<b>\$ 19,474</b>	<b>\$ 1,257</b>	<b>\$ (711)</b>	<b>\$ -</b>	<b>\$ 180,925</b>
<b>Capital Reserve Funds</b>							
Ambulance Equipment	\$ 171,761	\$ 44	\$ -	\$ 51,000	\$ (75,000)	\$ -	\$ 147,805
Bridge Replacement and Renovations	45,434	34	-	54,500	(12,200)	(25,000)	62,768
Building Maintenance and Improvements	138,968	38	-	50,000	-	(165,785)	23,221
Dispatch Center Eqpt. and Renovations	70,973	18	-	25,000	-	-	95,991
Fire Department Vehicle and Equipment	448,595	112	-	56,000	(354,100)	-	150,607
Highway Construction and Mtce. Eqpt.	67,720	31	-	270,000	(206,150)	-	131,601
Parking Vehicles and Facility Improvements	539,820	138	-	65,000	(297,395)	-	307,563
Police Vehicles and Equipment	78,192	21	-	67,000	-	-	145,213
Property Revaluation	1,609	1	-	10,000	-	-	11,610
Road Construction and Improvements	89,101	23	-	41,000	-	(128,800)	1,324
Sewer Eqpt. and Facilities Improvements	656,915	239	-	130,000	-	(176,646)	610,508
Municipal Transportation Improvement Fund	39,783	10	-	33,965	-	-	73,758
Water Treatment and Distrib Eqpt. & System	158,290	40	-	56,300	(67,305)	-	147,325
<b>Subtotal Capital Reserve Funds</b>	<b>\$ 2,507,161</b>	<b>\$ 749</b>	<b>\$ -</b>	<b>\$ 909,765</b>	<b>\$ (1,012,150)</b>	<b>\$ (496,231)</b>	<b>\$ 1,909,294</b>
<b>Restricted Purpose Funds</b>							
Bridgman Trust Fund (*)	\$ 1,245,190	\$ 27,824	\$ 153,992	\$ 8,139	\$ (25,000)	\$ -	\$ 1,410,145
Bruce Essay Prize (+)	1,401	32	173	11	(25)	-	1,592
Dagmar's Place Fund	14,965	341	1,852	120	-	-	17,278
Dartmouth '58 Clock Maintenance Fund	1,883	-	-	-	-	-	1,883
Education of Persons with Disabilities Fd. (*)	120,257	31	-	60,000	-	-	180,288
Etna Library Expendable Fund	6,239	8	-	3,884	(520)	(4,076)	5,535
Fierro Fire Department Memorial Fund	2,645	-	-	-	-	-	2,645
Adelaide Hardy Trust for Etna Library (^)	33,990	1,104	6,002	388	-	-	41,484
Jeremiah Ice Hockey Fund (+)	7,071	161	875	57	-	-	8,164
Land & Capital Improvements Fund	25,735	7	-	28,250	-	-	53,992
Murphy Lamp of Learning Prize Fund (+)	5,883	134	728	48	(100)	-	6,693
Norris Dartmouth Cemetery Fund	1,060	-	-	-	-	-	1,060
Pleasant St. View and Slope Mtce. Fund	24,510	568	3,057	696	(100)	-	28,731
Rueb Photography Prize Fund (+)	13,240	301	1,637	106	(300)	-	14,984
Sawyer Trust Fund	15,408	351	1,907	123	(70)	-	17,719
School Building Maintenance Fund (*)	104,390	27	-	25,000	-	-	129,417
Sixth Grade Tuition Fund (*)	945	-	-	-	-	-	945
Frank B. and Edith R. Tenney Trust	55,390	1,258	6,826	443	(1,349)	-	62,568
Termination Benefits Fund	89,463	23	-	-	-	-	89,486
Welfare Assistance Fund	359	-	-	-	-	-	359
Wicker Fdn. Cemetery Improvements Fd.	1,986	-	-	-	-	-	1,986
<b>Subtotal Restricted Purpose Funds</b>	<b>\$ 1,772,010</b>	<b>\$ 32,170</b>	<b>\$ 177,049</b>	<b>\$ 127,265</b>	<b>\$ (27,464)</b>	<b>\$ (4,076)</b>	<b>\$ 2,076,954</b>
<i>*Hanover School District Funds, +Dresden School District Funds, ^ Beginning Balance Restated</i>							
<b>Grand Total Trust Funds</b>	<b>\$ 4,436,495</b>	<b>\$ 36,500</b>	<b>\$ 196,523</b>	<b>\$ 1,038,287</b>	<b>\$ (1,040,325)</b>	<b>\$ (500,307)</b>	<b>\$ 4,167,173</b>

**TOWN TREASURER'S REPORT**  
**GENERAL FUND**  
**for Fiscal Year 2014 (July 1, 2013 - June 30, 2014)**

General Fund Cash Balances at July 1, 2013	\$ 7,593,526
Plus: Receipts from All Sources	59,088,988
Plus: Transfers from Investment Account	10,018,288
Plus: Interest Earned	3,844
Less: Authorized Disbursements	(54,706,296)
Less: Transfers to Investment Account	(11,000,000)
Less: Change in Year-End Deposits in Transit	(1,599,885)
General Fund Cash Balances at June 30, 2014	<u>\$ 9,398,465</u>

Investment Account Balance at July 1, 2013	\$ 5,000,736
Plus: Transfers from Operating Account	11,000,000
Plus: Interest Earned	19,853
Less: Transfers to Operating Account	(10,018,288)
Investment Account Balance at June 30, 2014	<u>\$ 6,002,301</u>

NH PDIP(*) General Fund Balance at July 1, 2013	\$ 539,273
Plus: Transfers In	150,000
Plus: Interest Earned	89
Less: Transfers Out	(430,930)
NH PDIP General Fund Balance at June 30, 2014	<u>\$ 258,432</u>

Respectfully Submitted,  
*Patricia B. Coutermarsh*  


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Town of Hanover Treasurer

(\*) New Hampshire Public Deposit Investment Pool

## Tax Collector's Report for the Fiscal Year Ended June 30, 2014

	2013 Tax Year	2014 Tax Year
Uncollected Taxes at July 1, 2013		
Property Taxes	\$ 7,111,331	\$ -
Yield Taxes	1,156	-
Property Tax Credit Balances	(29,066)	-
Taxes Committed During Fiscal Year 2014		
Property Taxes	18,983,478	18,865,203
Land Use Change Taxes	8,850	57,000
Yield Taxes	4,253	6,651
Unpaid Utility Charges Committed to Tax Collector	3,585	-
Overpayments (to be Refunded)	21,162	-
Interest on Delinquent Taxes	63,002	-
	<u>\$ 26,167,751</u>	<u>\$ 18,928,854</u>
Collections During Fiscal Year 2014		
Property Taxes	\$ 25,944,405	\$ 16,316,536
Land Use Change Taxes	8,500	57,000
Yield Taxes	5,410	2,703
Unpaid Utility Charges Committed to Tax Collector	3,585	-
Liens Executed (Principal Only)	134,892	-
Property Tax Abatements	7,608	5,230
Interest on Delinquent Taxes	63,002	-
Uncollected Taxes at June 30, 2014		
Property Taxes	-	2,552,874
Land Use Change Taxes	350	-
Yield Taxes	-	3,948
Property Tax Credit Balances	-	(9,437)
	<u>\$ 26,167,751</u>	<u>\$ 18,928,854</u>

### Summary of Tax Lien Amounts for the Fiscal Year Ended June 30, 2014

	Prior Years	2013 Tax Year
Unredeemed Liens July 1, 2013	\$ 182,965	\$ -
Liens Executed in Fiscal Year 2014 (incl. interest and fees)	-	153,997
Redemptions Collected During FY2014	(90,912)	(24,390)
Unredeemed Liens June 30, 2014	<u>\$ 92,053</u>	<u>\$ 129,607</u>

### 2014 - Ten Largest Taxpayers

Trustees of Dartmouth College	\$ 6,555,737
Kendal at Hanover	\$ 1,297,793
South Street Downtown Holdings Inc.	\$ 392,746
Hypertherm Inc.	\$ 289,264
Bayson Hanover Properties, LLC	\$ 217,772
Byrne, Dorothy	\$ 214,364
Seven Lebanon Street, Inc.	\$ 213,857
The Sheridan Group, Inc.	\$ 199,091
Granite State Electric Company	\$ 197,689
Hanover Hospitality, LLC	\$ 166,999

# REPORT OF THE TOWN CLERK

for Fiscal Year Ending June 30, 2014

## MOTOR VEHICLE REGISTRATIONS:

7,392 Motor Vehicle Permits Issued	\$ 1,212,639
Municipal Transportation Improvement Fund	33,905
Municipal Agent Fees	22,407
Mail-In Fees	3,112
Motor Vehicle Title Fees	2,546
	<hr/>
PAYMENTS TO TREASURER	\$ 1,274,609

## ISSUE OF DOG LICENSES:

911 Dog Licenses	\$ 3,364
Payments due to State/Pet Overpopulation Fund	1,550
Payments due to State/Dog Licenses	447
	<hr/>
PAYMENTS TO TREASURER	\$ 5,361

## ALL OTHER FEES:

Town Clerk Fees	\$ 17,630
Payments due to State/Certified Copies of Vital Records	12,846
Landfill Tickets	7,905
Miscellaneous Fees	5,829
Vendor Permits	3,514
Notary Fees	1,648
Extra Recycling Bins	1,057
Dog Fines	647
	<hr/>
PAYMENTS TO TREASURER	\$ 51,076

TOTAL RECEIPTS REMITTED TO TREASURER \$ 1,331,046

## 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 2014 there were six elections during which the Supervisors were present as directed by New Hampshire State Law. Here are the statistics:

Special State Primary Election (January 2014)

- ✓9,030-the number of registered voters on the checklist
- ✓201-the number of voters who cast a ballot
- ✓6-the number of Election Day voter registrations

Hanover Town Meeting Vote (May 2014)

- ✓9,035-the number of registered voters on the checklist
- ✓456-the number of voters who cast a ballot
- ✓3-the number of Election Day voter registrations

Hanover/Dresden School Meeting Vote (March 2014)

- ✓9,025-the number of registered voters on the checklist
- ✓795-the number of voters who cast a ballot
- ✓26-the number of Election Day voter registrations

State Primary Election (September 2014)

- ✓8,365-the number of registered voters on the checklist
- ✓750-the number of voters who cast a ballot
- ✓18-the number of Election Day voter registrations

Special State General Election (March 2014)

- ✓9,035-the number of registered voters on the checklist
- ✓987-the number of voters who cast a ballot
- ✓3-the number of Election Day voter registrations

State General Election (November 2014)

- ✓8,614-the number of registered voters on the checklist
- ✓4,694-the number of voters who cast a ballot
- ✓823-the number of Election Day voter registrations

**Total Registered Voters as of March 27, 2015 = 9,317**

No Party Affiliation Declared 4,705; Registered Democrats 3,505; Registered Republicans 1,107

## 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 Hanover. A resident is someone who has a domicile in Hanover 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 August 13, 2014]

**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 clerk of a town, ward or city. 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 clerk of a town, ward or city (not a ballot 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 unless the voter is 65 or older in which case an acceptable photo ID may be used without regard to expiration date. 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 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.

## 2014 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	\$ 1,252
Paragon ZBA Appeal	Barry Schuster	Walter Mitchell	Pending	\$ 195
Dana Property/Pasture Rd.	Brad Atwood	Walter Mitchell	Pending	\$ 2,585
Fairpoint Tax Assessment	Devine, Millimet	Jae Whitelaw	Pending	\$ 951
Patton Zoning Enforcement	James Mulligan	Laura Spector-Morgan	Pending	\$ 234
Vincelette Zoning Violations	Pro Se	Walter Mitchell	Pending	\$ 2,095
Segtel Tax Assessment	Carolyn Cole	Jae Whitelaw	Pending	\$ 4,770
Dougal Tax Deeding	Pro Se	Laura Spector-Morgan	Pending	\$ 3,574
			<b>Subtotal</b>	<b>\$15,656</b>

### General Legal Advice

<u>Subject</u>	<u>Town Attorney</u>	<u>Legal</u>
Labor Relations	Matthew Upton	\$ 6,640
General Municipal Matters	Walter Mitchell & Laura Spector Morgan	\$ 4,982
Municipal Legal Matters	Gallagher, Callahan & Gartrell	\$ 9,431
Telecommunications	Robert Ciandella	\$20,183
Employment Law	Lauren Irwin	\$ 1,478
		<b>Subtotal</b>

**TOTAL 2014 LEGAL EXPENSES      \$58,370**

# 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 and a complete set of the town's tax maps are available on the 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 improved, and over the past twelve months appreciation, though slight, has been a factor. Demand for residential homes and condominiums in the downtown area last spring and summer was strong; in rural Hanover and Etna demand was up but not at the same level. We will not know if this trend will continue until we see what happens with sales between May and early September of 2015. One important change that has taken place is that the supply of residential properties for sale in certain price ranges cannot keep up with demand. Whenever demand exceeds supply, appreciation becomes a factor are in the market. We will continue to monitor this trend very closely over the next few months. Further improvement in the residential real estate market over the next twelve months will have a positive effect on all segments of the market.

**Average assessment:** The Town's estimated median equalization ratio for tax year 2014 is 90%, which means the average assessment in Hanover is at 90% of market value as of April 1, 2014. The equalization ratio for tax year 2013 was 95%; which would suggest that the local real estate market has improved and appreciation, though modest, is a factor. We will continue to monitor this trend very closely over the next year.

**Property revaluation program:** I recommended, and the Board of Selectmen concurred, that the town move towards a more cost effective and increasingly common, assessment program that spreads the cost of revaluations over ten years, rather than the 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 2014 Summary of Assessments

Land		
Current Use (19,326 Acres)	\$	988,000
Conservation Restriction		7,900
Residential		509,891,900
Commercial/Industrial		105,683,700
Total Taxable Land	\$	616,571,500
Buildings		
Residential	\$	912,372,900
Commercial/Industrial		424,513,200
Total Taxable Buildings	\$	1,336,886,100

Public Utilities	
Electric	\$ <u>13,117,000</u>
 Total	 <u>\$ 1,966,574,600</u>

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 2014, the Advisory Board of Assessors met three times and heard ten Tax Year 2013 abatement requests. Five abatement recommendations were forwarded to the Selectmen. Deadline for filing an abatement application for Tax Year 2013 was March 1, 2014.

**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

## ETNA LIBRARY

The Hanover Town Library in Etna, built in 1905 and included on the National Register of Historic Places, is now accessible to all with a new parking lot, sloped walkway and automatic side door. The safe, convenient entrance supports the library's mission to "maintain an active presence in the community, providing services in a personal manner and preserving its historic building for future generations." The increased space allows for comfortable reading, computer use, programs and meetings.



The Etna Library holds a collection of approximately 9,840 adult and children's titles. The library provides a collection of nature guides and conservation books identified by beautiful bird labels donated by Jim Block. 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.

Behind the library, there is now a reading garden located at the beginning of the path to King Bird sanctuary, a project of the Hanover Conservancy in partnership with the Town of Hanover. The lilacs, from the nationally recognized collection of Highland Park in Rochester, New York, were planted in loving memory of Nan and Allen King. A bench donated in loving memory of Etna Library volunteer Caroline Henderson by friends and family provides seating by a newly planted sugar maple tree.

Etna Library 2014 programs included nature, local history, crafts and books. The town's purchase of the Hayes Farm Park land has enabled the library to present outdoor programs in the Hayes fields and in the adjacent Nan and Allen King Bird Sanctuary including *Hike the King Bird Sanctuary* with Gail McPeck of the Hanover Conservancy and a photography walk with photographer Jim Block. The Hanover Conservancy co-sponsored Kevin Martin, author of *Big Trees of New Hampshire: Short Hikes to the Biggest Trees in the State from the Seacoast to the North Country*, to speak about trees on public land throughout the state.

Jere Daniell, Dartmouth Professor of History Emeritus, presented *Town and Village in New Hampshire: The Special Case of Etna*, funded by the New Hampshire Humanities Council and co-sponsored with the Hanover Historical Society. Ed Chamberlain's program on the *Seven Foster Brothers of Hanover Center*, co-sponsored with the Hanover Historical Society, portrayed a family of abolitionists, Civil War veterans, recipients of honorary doctorate degrees, friends of Emerson and Thoreau, a notorious uncle and a mother who read every book in the Dartmouth College Library.

Crafts programs for teens and adults included *German Straw Stars* and a knitting program every fourth Wednesday, both presented by Caroline Tischbein, and page folding with Jan Nelson. The Etna Library book group meets monthly to discuss both classic and contemporary titles. During the Spring Reading Program, adults were invited to write brief book reviews which were used as raffle tickets for prizes supplied by the Etna Store, King Arthur Flour, Gelato, Dartmouth Bookstore, Blue Sky Restaurant Group and the Hanover Improvement Society's Nugget Theatre. At the conclusion of this program, participants were introduced to upcoming books for the summer at a *Spring Reading Program Tea*.

Children's programs at the Etna Library 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. Each month, Caroline Tischbein gives a crafts program on a Wednesday so that school children can attend on this early dismissal day. Afterschool programs included *Crafty Ways to Preserve Summer Memories*, *Pumpkin Decorating* made possible through a generous donation from the Hanover Co-op, *Fall Theme Brown Bag Wreath*, *Beautiful Tissue Paper Flowers*, *Colorful Rubber Band Bracelets*, and a *Tasty Mother's Day Gift*.



*Piñata Program*

Additional programs for children included a Chinese New Year program where children and adults practiced Chinese calligraphy and an origami hats program with Akiko Otsuba. In a monthly Saturday morning program, Carmen Rentel introduced children to the Spanish language with books and crafts, including a series on making a piñata. At the Second Annual Town of Hanover Fall Fest, many parents and children made owl puppets at the Etna Library table.

Outdoors in the summer, Ellen Haun gave a nature art program and Karen Kluge led a Hanover Conservancy butterfly walk. Additional programs included bouncy balls with Carmen Rentel, God's eye weavings with Judy Anderson, kaleidoscopes with Jan Nelson, family music with Melinda Ricker and calligraphy with Amy Kono.

Volunteers play an important part in providing Etna Library services. 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).

### **Barbara Prince, Librarian**



*Treasure Box Program*



*Tissue Flowers Program*

**Hanover Town Library, Etna**

**Performance Indicators - FY2006 through FY2014**

	<u>FY2006</u>	<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>		<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>
Circulation by Owning Library - Adult	4,780	4,505	4,197	4,421	4,748	3,864	(*)	3,884	4,093	3,963
Circulation by Owning Library - Youth	5,142	5,240	4,499	4,747	4,044	3,447	(*)	3,549	2,880	3,028
Circulation by Owning Library - Total	<u>9,922</u>	<u>9,745</u>	<u>8,696</u>	<u>9,168</u>	<u>8,792</u>	<u>7,311</u>	(*)	<u>7,433</u>	<u>6,973</u>	<u>6,991</u>
Circulation by Circulating Library - Adult						3,724		3,687	3,772	3,565
Circulation by Circulating Library - Youth						<u>3,577</u>		<u>3,851</u>	<u>3,039</u>	<u>3,017</u>
Circulation by Circulating Library - Total						<u>7,301</u>		<u>7,538</u>	<u>6,811</u>	<u>6,582</u>
Holdings Filled						1,383		1,027	609	663
Downloadable ebooks, audios - Howe & Etna										12,123
Patron Visits - Adult	2,901	2,730	2,771	3,281	3,363	3,282		3,270	3,511	3,066
Patron Visits - Youth	1,667	1,615	1,615	1,657	1,439	1,320		1,326	1,306	1,185
Patron Visits - Total	<u>4,568</u>	<u>4,345</u>	<u>4,386</u>	<u>4,938</u>	<u>4,802</u>	<u>4,602</u>		<u>4,596</u>	<u>4,817</u>	<u>4,251</u>
Library Programs	107	126	122	121	114	117		132	125	134
Program Attendance	1,393	1,433	1,466	1,452	1,085	926		1,199	1,283	1,267
Volunteer Hours	138	165	134	131	123	123		134	152	138
Hours Open Weekly	20	24	24	24	28	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) REPORT OF THE TRUSTEES

The Hanover Town Library, fondly called the Etna Library, has been a significant part of life in Hanover for 110 years. Our building, built in 1905, is listed on the National Register of Historic Places. The work of the trustees supports the mission statement: “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 construction was completed on a handicap accessible addition to the library and a safe and accessible adjacent parking area. The trustees are thankful to the many town officials and community members that made this possible. The space created by this addition is a bright welcoming reading room and gathering area and houses the teen book collection. We encourage you to stop by and see for yourself what your library has to offer. You might enjoy browsing the books in our new conservation themed collection. Many of this past year’s trustee meetings focused on creating a reading garden behind the library addition. With the warmer weather will come the opportunity for library patrons to enjoy a comfortable outdoor reading area with views of the Hayes Farm Park and Nan & Allen King Bird Sanctuary.

Librarian Barbara Prince and Library Assistant Caroline Tischbein offer many interesting and varied library sponsored programs throughout the year. In keeping with our goal of fostering an awareness of the history of the library in the village of Etna, they and the Hanover Historical Society co-sponsored Community programs presented by Jere Daniell titled “Town and Village in New Hampshire: The Special Case of Etna” and by Ed Chamberlain titled “The Seven Foster Brothers of Hanover Center.” Programming focused on children included arts & crafts, seasonal themes, and story times in English and Spanish. We appreciate the volunteers who present and support the Etna Library programs.

During the year, annual fundraising efforts included “Love My Library” month in February and the Thanksgiving pie sale. These have been successful due to the many contributors from our community. These funds and other donations have been used to purchase stackable chairs, reading garden furniture, supplies for enhancements to the reading room and of course new books. The Hanover Town Library continues to grow and be a welcome part of rural Hanover life.

Respectfully submitted,  
Ginger Boitnott, Elizabeth Cornell and Kim Wilson  
(Board of Trustees)



*Pumpkin Decorating*



*Box Turtle Program*

## FIRE DEPARTMENT

The Hanover Fire Department is a public safety organization that provides fire, rescue, and emergency medical services to Town residents and the Dartmouth College community. The department is committed to the preservation of life, property, and the environment. Through education and public safety awareness programs, we strive to enhance the quality of life and the safety of the citizens we proudly serve.

The Fire Department is a combination department comprised of 22 career and 8 paid on-call members that operate out of 2 stations. The main station, located within the Public Safety Building at 46-48 Lyme Road, houses the department's administrative staff and is staffed 24/7 with a minimum of 4 firefighters. The Etna Station, located east of Hanover in the Village of Etna at 150 Etna Road, is staffed with paid on-call personnel.



*(L-R) Captain Michael Hinsley  
Deputy Fire Chief Jeryl Frankenfield  
Chief Martin McMillan*

Chief Martin McMillan joined the Hanover Fire Department in May 2014, initially focusing his efforts on the operational aspects of the department including updating fire suppression equipment and emergency response protocols. The department continues to foster a long-standing relationship with Dartmouth College, as well as working collaboratively with local area fire departments to identify and develop true regionalization. These cooperative efforts are based on mutual respect, identified needs and future planning of the emergency response capability within our region. By doing so, we will be able to more effectively serve the citizens of Hanover and efficiently plan and budget for the future.

In November 2014, Jeryl Frankenfield was promoted to a newly created position of Deputy Fire Chief/Hanover Fire Marshal. Jeryl previously served the department as a Fire Captain and part-time Fire Inspector and brings extensive skills and knowledge to this position. Two part-time positions (Fire Inspector and Assistant Building Inspector) were merged to create the Deputy Fire Chief's position.

In the fall of 2014, the Department placed in service a new pumper/tanker (Engine 2) at the Etna Station, replacing two older pieces of apparatus. This new engine will increase our water carrying capability so that we can better meet the challenge of supplying adequate water for firefighting in rural areas.

In August of 2014, the department purchased a rescue boat. This purchase was made possible through a partnership with Dartmouth College and the Dorothy Byrne Foundation.

The department is routinely dispatched to respond to a variety of unique rescue situations requiring specialized training. Many of our firefighters have been trained in special operation disciplines that include high angle rope, ice, confined space, and wilderness search and rescue. In addition, all department members are trained in hazardous materials response.



The department expanded its ability to respond to water rescue emergencies. The recent purchase of the rescue boat significantly enhanced our response capabilities on the Connecticut River and surrounding bodies of water. In the fall of 2014, a Scuba team was put into operation and we expanded our swift-water rescue response through training and working collaboratively with the Lebanon, NH and Hartford, VT Fire Departments.



While we continue to expand our technical rescue capabilities, the majority of this year's training focused on back-to-basics firefighting. We routinely include neighboring fire departments in large-scale training exercises in an effort to develop actual response conditions.



The National Fire Academy held its Leadership Series at the Hanover Fire Department. This course was attended by members of regional fire departments and its goal was to develop future fire service officers.

As a direct result of our efforts, both locally and regionally, the Insurance Services Office (ISO) improved the Town of Hanover's fire suppression rating from a 4/9 to a 3/3Y. This ISO rating is utilized by many (not all) insurance companies as a factor in calculating homeowner and commercial insurance premium rates. The Fire Department encourages all businesses and property owners to contact their insurance carrier to see if they can take advantage of this improved rating.

On behalf of the men and women of the Hanover Fire Department, we take this opportunity to thank the citizens of Hanover for your continued support.

*Respectfully submitted,  
Martin W. McMillan  
Fire Chief*



*Welcome to Hanover!  
Chief McMillan – May 2014*

## FIRE SERVICES

	<u>FY'12-13</u>	<u>FY'13-14</u>	<u>FY'14-15 – 02/01/15</u>
Structure Fires	18	18	6
Vehicle Fires	2	3	2
Brush Fires	3	2	2
Trash/Dumpster	3	1	0
Spills or Leaks	24	18	13
Electrical Problems	426	30	8
Water Evacuations	5	17	5
Smoke Removal	5	1	1
Smoke Odor	13	9	12
Malicious False Alarms	7	4	5
Mutual Aid Provided	26	39	24
Alarm Malfunctions	122	132	59
Unintentional Alarms	284	303	166
Other*	112	116	62
<b>Total</b>	<b><u>666</u></b>	<b><u>693</u></b>	<b><u>365</u></b>

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

## EMERGENCY MEDICAL SERVICES

	<u>FY'12-13</u>	<u>FY'13-14</u>	<u>FY'14-15 – 01/31/15</u>
Hanover	8152	832	475
Lyme	90	110	67
Norwich	148	135	75
Mutual Aid	69	39	38
<b>Total</b>	<b><u>1,122</u></b>	<b><u>1,116</u></b>	<b><u>655</u></b>

### **Full-time Staff:**

*Fire Chief:* Martin W. McMillan

*Deputy Chief:* Jeryl L. Frankenfield

*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

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



## HOWE LIBRARY

*“I feel so lucky to live in a community for many reasons, including a public library staff that is so warm and welcoming to teenagers.”*

Hanover resident

*“Thank you for opening your doors to the many hikers passing through your community. It is extremely important for us. Often the internet is a necessary resource to make plans and replace broken equipment. You are part of a impressive network of support for hikers.”*

A.T. hikers

### **Programs and Partnerships:**

We continue to offer a variety of programs that enhance community interaction and engagement. In fiscal year 2013-2014, 9,180 people attended 570 library-sponsored programs for all ages. Of this total, 48 were offered on Sundays (The Howel Classic, Halloween Costume Swap, drop-in chess, Pen & Ink Workshop, book discussions, and Ledyard Gallery receptions).

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 partnership between the Town of Hanover and the non-profit Howe Library Corporation makes this library a treasured Upper Valley institution.



### **Outreach:**

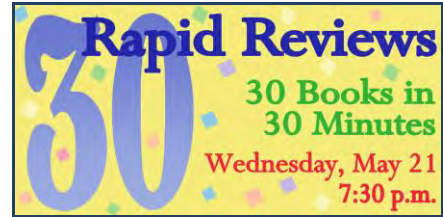


If you’ve been around town lately you have surely seen the two Howe Little Free Libraries – one in front of Town Hall and the other in front of the Hopkins Center. These replicas of Howe Library house a variety of books for all ages. Users are encouraged to take one / leave one. Volunteers stock the libraries three times a week. Pay a visit the next time you are downtown.

*“You deserve the seat I have to see all the pleased, gratified, smiling, engrossed, curious, picture-taking bibliophiles that are drawn to the recently installed Howe small library. I wish there was some way to captures their delighted faces and share them with all of those who made this great idea possible for our town.*

--Betsy McClain, Hanover’s Director of Administrative Services

As part of our continued outreach efforts, 41 programs were offered off-site including locations such as the Ray School (Kids After-School Time), Dartmouth College, Hanover Rotary Club, Nugget Theater, Parks and Recreation Department (summer camps), all local schools, and Hanover Farmers' Market.



**Howe Staff:**

In October 2014, we said a fond farwell to Heather Backman who admirably served the Howe for four years as Programming, Marketing, and Outreach Librarian. She is now Adult Services Librarian at the Hopkinton (MA) Public Library. While we were sad to see Heather leave, her departure provided us the opportunity to promote our part-time reference substitute, Megan Coleman, into Heather's slot. Megan has hit the ground running and we are very pleased with her great work. This change next gave us the opportunity to hire, in December 2014, two new substitutes --- Jared Jenisch (reference) and Jane Collins (circulation). Jane lives in Etna and worked at the Hanover High School library six years. Jared, a New Hampshire native, lives in South Strafford, VT and worked at the Brookline (MA) Public Library for four years.



*Heather Backman*



*Megan Coleman*



*Jared Jenisch*



*Jane Collins*

**Technology:**

Downloadable books continue to be popular and each year Howe Library's circulation is one of the highest in the state. The 185-member New Hampshire Downloadable Books Consortium now has 20,995 items and Howe patrons borrowed 12,123 downloadable audio and e-books in 2014 (up from 9,563 in 2013).

We continue to offer one-on-one training sessions, a variety of workshops, monthly Tech Talks, and the very popular Friday afternoon drop-in sessions.



Use of our many online resources has dramatically increased in 2014, particularly Ancestry.com (30,019 searches) and Consumer Reports (10,945 searches).

Our open-source integrated library system, Evergreen, continues to serve us well. In addition to Howe and Etna Libraries, there are now seven member libraries of the Howe/Evergreen Project: Meriden Public Library, Philip Read Memorial Library (Plainfield), Piermont Public Library, Westmoreland Public Library, Pease Public Library (Plymouth), Orford Free Library, and Orford Social Library.



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 – FY11 - FY14

	2010-11	2011-12	2012-13	2013-14	Notes
Items owned	86,541	99,491	104,320	113,730	
Circulation, total	268,475	258,196	250,932	248,177	FY11 / new system
Holds/reserves placed	9,281	8,196	8,392	9,798	
Registered patrons	7,700	8,740	9,832	10,043	
Resident patrons	5,728	6,290	7,016	7,555	
Days open	347	348	347	350	FY11 / summer Sundays
Hours open, weekly average	59	59	59	59	
Visitors, estimated	246,200	246,000	175,800	188,174	PeopleCounters installed, more accurate
Reference questions	9,770	9,562	9,957	10,583	
Interlibrary loan transactions	3,422	2,987	3,140	2,746	
Library sponsored programs	565	585	560	570	
Attendance/library programs	9,711	10,126	8,672	9,180	
Public meeting room use	746	737	801	811	
Total meeting room use	985	948	1,005	1,034	
Volunteer hours	1,267	1,391	1,504	1,503	Excludes trustee hours
Electronic database use	8,521	*14,996	*51,440	*69,421	*now counts sessions, not searches
Howe website-pages accessed	221,000	200,000	300,000	360,000	estimate

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



*Top row: Bill Mlačak (secretary), Nancy Carter (selectboard representative), Rich Brown, Rick Sayles (treasurer)  
Bottom row: Sarah Buckey, Ginia Allison (vice chair), Rebecca Winter, Laura Rice, Ann Malenka, Bill Thomas (chair)  
Not pictured: Andrew Bernard, Jenn Brown, Jayne McLaughlin, Martha Robb, Colleen Rozzi*

From its founding in 1899 to 1972, The Howe Library Corporation managed Howe Library and established its operating budget. In 1972, the Town took over the operating budget of the library and its management became a responsibility of the Town. Since that time, Howe has been funded from two sources: Town of Hanover tax revenues and The Howe Library Corporation, a 501(c)3 organization, annual fund, fundraising events, and investment income. The Town funds day-to-day operations which include salaries, utilities, routine building maintenance, and expansion of the collections. The Howe Library Corporation funds additional collection enhancements, all adult and youth programs, some technology enhancements, the Little Free Libraries now found in two locations in town, and other services beyond those funded by the Town. It is this special partnership that makes the library such a vibrant part of our community.

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

Our fifth annual *Howel Classic* was held on March 21 & 22, 2015. Each year this popular event raises approximately \$30,000 to support Howe Library. There is nothing quite like an 18-hole mini-golf course on three levels of the library, especially the unique hole that travels down two flights of stairs! We extend our sincere appreciation to the many corporate donors and ticket purchasers for making this such a fun and successful event.



### **Annual Appeal/Corporation Finances:**

The 2014-2015 annual fund goal is \$100,000. As of this writing in mid-March, 416 donors have contributed a total of \$96,111. We are very grateful for your continued support for this well-loved and well-used community treasure.



In, 2005, Howe Library completed a significant expansion of the library facility which followed a successful capital campaign initiated in 2002. To finance a portion of the library expansion project, The Howe Library Corporation also borrowed \$1,800,000. The Corporation repaid the remaining mortgage indebtedness in fiscal 2015, which removed a significant liability from The Corporation balance sheet. The Corporation continues to supplement the offerings at the library through annual giving and endowment spending.

### **Special Gifts:**

In addition to the many generous donations via the annual appeal and *The Howel Classic*, many others have contributed funds for specific purposes such as museum passes (anonymous donor), supplies and toys for the children's program room (Ives family), and summer Sundays (Morrissey family). We offer free or reduced cost passes to 11 New England museums and our summer Sundays continue to be very popular.

### **Trustee and Member Engagement:**

One year ago, the Corporation's board initiated a Literacy Committee to partner with non-profits in the Upper Valley region. This committee's most recent effort (*Help Howe Spread the Word*) was a children's book drive to benefit WISE, The Upper Valley Haven, and West Central Behavioral Health. I am pleased to report that more than 700 excellent books were collected in one month.



In October we expressed our appreciation to three hard-working board members for their six years of extraordinary service: Mary Allen (vice president), Bill Ghezzi (secretary), and Steve Lubrano (president). While we miss their wisdom at our meetings, we are pleased to welcome three new board members: Jennifer Brown, Bill Mlačak (secretary), and Rebecca Winter, all of whom have hit the ground running.

The board continues communications with Corporation members by holding semi-annual *Breakfasts with the Board*. These casual get-togethers offer an excellent opportunity for board members to hear your suggestions for improving and enhancing our services.

If you have not yet seen our 2014 Annual Report, you may obtain a print copy at the Howe or view it online: <http://bit.ly/2014AnnualReportHoweLibraryCorporation>.



I would like to acknowledge The Corporation's part-time development coordinator, Michelle Schembri, for her outstanding work. It is Michelle who manages the behind-the-scenes tasks such as processing donations, printing and mailing acknowledgements, creating the visually-appealing annual report, recruiting corporate donors, and coordinating the many parts and pieces of our annual fundraising event, *The Howel Classic*.

Respectfully submitted,

Bill Thomas, Chair  
Board of Trustees, The Howe Library Corporation

## HUMAN RESOURCES

### Recruitment and Staffing:

The Town of Hanover received and processed 353 employment applications for 20 vacant positions (full-time, part-time, and seasonal) during calendar year 2014.

### 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 Local 27 of the New England Police Benevolent Association (NEPBA).

Current collective bargaining agreements expire on June 30, 2015. Town and union representatives began meeting in December of 2014 to negotiate successor agreements. Agreements were reached with AFSCME and IAFF on new contracts for a two year period beginning July 1, 2015 and ending June 30, 2017, subject to voter approval at Town Meeting. In year one, the Town is to implement market wage adjustments for each position/incumbent as recommended by the consulting firm of Condrey and Associates, stemming from the firm's comprehensive external review of the Town's classification and compensation system. These adjustments are designed to help the Town continue to attract and retain a high quality workforce, by ensuring that employees are competitively compensated within the regional job market for municipalities. Employees will receive a 1.5% cost-of-living adjustment in year two.

In order to fund the above wage increases within budget targets, the new contracts authorize certain changes to the Town's employee health plan options, designed to reduce premium costs. Co-pays for doctor visits, emergency room visits, and for certain prescription drugs purchased by mail will increase for employees enrolled in the Town's point of service (POS) and HMO plans. The Town also will eliminate its indemnity plan option, and instead offer a low premium, high deductible health plan (HDHP) option, which employees can pair with a health savings account to fund out of pocket medical expenses. Furthermore, starting in July of 2016, the Town will begin crediting employees for the Town's share of health insurance premiums based on the cost of the Town's HMO plan, instead of basing these credits on the more expensive point of POS plan.

To help employees transition to higher co-pays for doctor visits and prescriptions, the Town will issue a one-time payment to each employee of \$350.00 in December of 2015. In December of 2016, the Town will issue a one-time payment to each employee of \$750.00, to help employees transition to receiving fewer employer credits toward the purchase of their health insurance plans.

The Town plans to extend this same wage and benefit provisions to non-union staff.

### Health and Wellness:

The Town is committed to the health, fitness, and overall wellbeing of its workforce, and in helping employees attain their health, fitness and wellness goals. The Human Resources Department, in coordination with NH HealthTrust, sponsored several well-attended health-related events in 2014, including a health, wellness and benefits fair, a biometric screening, and a flu shot clinic. 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.

### Employee Flex Benefits:

The Town continues to offer excellent employee benefits. Both union and non-union employees participate in the same broad-menu flexible benefits package that includes health insurance, dental insurance, short and long term disability, life insurance, medical and dependent care reimbursement accounts and voluntary supplemental insurances. Employees also participate in the New Hampshire Retirement System and have the option to participate in supplemental retirement programs.

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

## PARKS AND RECREATION DEPARTMENT

**Facilities:** The Parks and Recreation Department is housed in the Richard W. Black Recreation and Senior Center (RWBC), which is located at 48 Lebanon Street. The RW Black Center, which is fully handicapped accessible, is open to the public Mondays, 9 am to 5 pm, Tuesday through Friday, 9 am to 6 pm, and Saturdays, 10 am to 6 pm. 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.

**Outdoor Facilities:** The Departments offers a variety of athletic fields. Thompson Park has a baseball field, open field space for seasonal practices, bathrooms, a playground, and a pavilion. Field space at Richmond Middle School includes a softball field and flexible field space. Sachem has a high school sized baseball field and houses the majority of the department's field space. At Grasse Road there is a baseball field as well as at Farr Field. In Etna there is flexible field space that is used primarily for K-2 athletics as well as a playground. Also in Etna there is an outdoor skating rink that has seen recent upgrades and is maintained by volunteers from the community.

**Programs:** The RW Black Center offers a variety of age specific programming for tots through adults. They include Bounce House days, clay classes, woodworking, Harry Potter Club, a variety of drawing and creative hands-on art classes for children, Line Dancing, drop-in volleyball, Yoga, Tai Chi, Pilates, Zumba, PiYo, Babysitter Training, and still life painting. There are several successful camps run by the Recreation Department which include Vacation Mini-Camps, 'Tween Camp, Camp Dragonfly, Camp Circle H, Camp Quest and new this year Can't get Enough Camp.

**KAST (Kids After School Time):** KAST is an after school program and an after school study program for Hanover students in grades K-8 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.

**Special Activities:** The Hanover Parks and Recreation Department once again offered a large number of special events and activities including Hanover FallFest, 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



*Turkey Trot - 2014*

**Websites:** The Town of Hanover Recreation Department has an in-depth website which continuously keeps the community in the loop regarding special events and programs offered. Directions to games, schedules, brochures, and specifics on various events can be found at <http://www.hanovernh.org/parks&recreation>. Participants can register online at [www.Hanoverrec.com](http://www.Hanoverrec.com) and can also follow the department on Facebook.

**RW Black Center:** The center continues to be well used. During 2014, 130 clients confirmed 415 reservations for space in the Center for a total of 4,316 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 Jr. Girl Scouts, Hanover Lion's Club, OSHER (formerly the Institute for Lifelong Education at Dartmouth), Hanover Blue Wave Tae Kwon Do, Upper Valley Dance Club, Norwich Bridge Club, Youth In Action, Middle Eastern Dance Classes, 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.



*July 4<sup>th</sup> - 2014*

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



*Pond Party - 2014*



*Pond Party – Lego Man by K.A.S.T.*

	<b>March 1, 2014 – February 28, 2015</b>		<b>Number of Participants</b>	<b>Adult Class Hours Offered</b>
<b>Spring 2014 March, April, May</b>	Youth Athletic:	259	Adult Athletic: 86	96 hours
	Youth Non Athletic:	221	Adult Non Athletic: 19	48 hours
	Special Events:	75		
	KAST: (avrg daily)	85		
<b>Summer 2014 June, July, August</b>	Youth Athletic:	231	Adult Athletic: 53	83 hours
	Youth Non Athletic:	489	Adult Non Athletic: 3	20 hours
	Special Events:	575		
<b>Fall 2014 September, October, November</b>	Youth Athletic:	382	Adult Athletic: 78	83.5 hours
	Non Athletic:	45	Adult Non Athletic: 10	44 hours
	Appalachian Trail Hikers:	213		
	Special Events:	835		
	KAST: (avrg daily)	100		
<b>Winter 2014/2015 December, January '15, February</b>	Youth Athletic:	207	Adult Athletic: 75	55 hours
	Youth Non Athletic:	252	Adult Non Athletic: 18	40 hours
	Special Events:	2500		
	KAST: (avrg daily)	90		

<b>RWB Building Usage, March 1, 2014 - February 28, 2015</b>	
Birthday Parties	109
Meetings	54
Misc. Events and Banquets	24
HHS Banquets	4

Middle Eastern Dance	146 hours
Blue Wave TKD	280 hours
Hanover Church of God	110 hours
Christ Redeemer Church	92 hours
Norwich Bridge	240 hours
OSHER	437 hours
Upper Valley Dance	40 hours
Girls Scouts	115 hours
Chinese Dance Group	150 hours
<p>In addition, the Boy Scouts, Cub Scouts, Conservancy, Lions Club, Upper Valley Hostel, Youth In Action, Hanover Conservation Commission, Hanover Finance Committee and Recreation and Senior related meetings and groups.</p>	

## 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. 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.

Staff comprises Senior Planner Vicki Smith, Zoning Administrator Judith Brotman, Building Inspector and Deputy Health Officer Ryan Borkowski, and Administrative Assistant Beth Rivard.

### RENTAL HOUSING

New to Planning and Zoning this fiscal year is administration of the Rental Housing Ordinance, adopted by the Town July 1, 2013. The stated purpose of the Ordinance is to ensure that rental housing complies with RSA 48-A:14, all applicable building and life safety codes, and the Hanover Zoning Ordinance.

The Rental Housing Ordinance, forms to register rental units or file complaints, and RSA 48-A:14 are available at: [http://hanovernh.virtualtownhall.net/Pages/HanoverNH\\_Planning/rental/index](http://hanovernh.virtualtownhall.net/Pages/HanoverNH_Planning/rental/index).

It is the property owner's responsibility to ensure that each of their rental units is properly registered and that the required information is accurate and up to date. New rental housing units that become available after September 1, 2013 must be registered no later than ten (10) business days prior to tenant occupancy.

#### **FY 2014 Rental Housing Activity (07/2013 - 06/2014)**

Rental Properties registrations	876
Complaints	11
Violations (units not registered)	28
Fees Collected	\$0.00

### HEALTH OFFICER'S REPORT

The duties of the Town Health Officer are typically coordinated through the Planning and 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

#### **FY2014 Health Cases (07/2013 – 06/2014)**

Air Quality Inspection Reports	3	Inspections	3
Asbestos Abatements	26	Property evaluations	-
Complaints	13	Restaurant inspection reports	25
Dept of Health/Human Svcs Cases	18	Septic Systems	-
DES Cases	10	Violations	-

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

## **BUILDING INSPECTIONS & CODE ENFORCEMENT**

Building Codes help to protect the community from disasters such as fires, weather-related events, and structural collapse as well as promote energy conservation. Codes are subject to changes and amendments. The 2009 edition of the International Building Codes, with amendments, became effective in NH on April 1, 2010. The 2014 edition of the National Electrical Code, with amendments, became effective on January 1, 2015. A complete list of Building codes adopted in NH, along with state amendments, can be found at: <http://www.nh.gov/safety/boardsandcommissions/bldgcode/nhstatebldgcode.html>. There is also an adopted State Fire Code in effect in NH. Information on the fire code is available at: <http://www.nh.gov/safety/divisions/firesafety/>. Please check with the inspector about any additional local amendments, or for assistance with the various building codes applicable to your project.

The building inspector reviews building permit applications and construction documents for general conformity to the codes, issues building permits and related orders, and performs inspections at various stages of construction. Town staff wants 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).

### **FY2014 Performance Indicators (07/2013 – 06/2014)**

<b>New One- and Two-Family Residences</b>	
Number of Permits Issued	12
Total Value of All Permits	\$7,034,195.00
Average Permit Value	\$586,182.92
<b>Additions, Alterations, &amp; Maintenance to 1&amp;2-Family Residences</b>	
Number of Permits Issued	191
Total Value of All Permits	\$10,348,847.07
Average Permit Value	\$54,182.45
<b>New Multi-Family, &amp; Additions and Alterations</b>	
Number of Permits Issued	35
Total Value of All Permits	\$1,033,115.70
Average Permit Value	\$29,517.59
<b>New Institutional Buildings</b>	
Number of Permits Issued	1
Total Value of All Permits	\$3,250,000.00
Average Permit Value	\$3,250,000.00
<b>Additions and Alterations to Existing Institutional Buildings</b>	
Number of Permits Issued	36
Total Value of All Permits	\$15,082,757.00
Average Permit Value	\$418,965.47
<b>New Commercial Buildings and Additions and Alterations</b>	
Number of Permits Issued	48
Total Value of All Permits	\$2,970,645.55
Average Permit Value	\$61,888.45
<b>Total Number of Permits with construction cost value</b>	<b>323</b>
<b>Total Value of Permits</b>	<b>\$39,719,560.32</b>
<b>Average Permit Value</b>	<b>\$122,970.77</b>
<b>Demolition Permits</b>	<b>5</b>
<b>Blanket Permits</b>	<b>91</b>
<b>MISC Permits (reinstate, extend, temp controls, etc.)</b>	<b>79</b>
<b>Total Number of All Permits</b>	<b>498</b>
<b>Total Fees Collected</b>	<b>\$274,290.04</b>
<b>Code Inspections Conducted</b>	<b>1040</b>
	average = 87/month

## ZONING ADMINISTRATION & ENFORCEMENT

### FY2014 Performance Indicators (07/2013 – 06/2014)

<b>Zoning &amp; Use Permits</b>	<b>544</b>
Residential	263
Commercial / Multi-family	103 / 36
Institutional	59
MISC (DES, violation inquiries, public inquiries, etc.)	83
<b>Wetland Administrative Permits</b>	<b>-</b>
<b>Total Fees Collected</b>	<b>\$21,546.00</b>

### FY2014 Violations (07/2013 – 06/2014)

>3 Unrelated Tenants	3
Parking	2
Signs	6
Use/occupancy without issuance of Certificate of Occupancy	23
Work without permits	3
Uses (illegal or without approval)	5
Permits Reinstated to Rectify Violations	31



## POLICE DEPARTMENT



On behalf of the dedicated men and women of the Hanover Police Department, I welcome you to our annual report. As we view ourselves as your police, we view each of you, each resident and visitor, as part of our community. Our 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.

We are committed to continuous improvement and understand that in order for improvement to take place, honest feedback and strong community partnerships, along with dedication from our staff, must all converge to ensure success. We would like to thank our community for supporting us as we continue to serve you and make Hanover a great place to live, work, learn, and enjoy life.

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

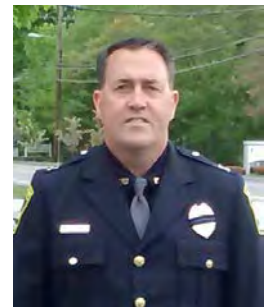


*Chief Charlie Dennis*

The Hanover Police Department experienced a great deal of change in 2014. Since the retirement of long-time Chief Nicholas Giaccone in October of 2013, the Town of Hanover conducted an extensive national search, and hired Charlie Dennis as the new Chief of Police. Chief Dennis is a seasoned law enforcement professional with over 28 years of experience. His law enforcement career began in 1984 in Garland, Texas, where he served as a police officer for 12 years, seven of which he was assigned to the Canine Division. In 1999 his career continued in the northern part of Idaho where he worked for the Bonners Ferry Police Department as a Corporal, and served as second-in-command for the Boundary County Sheriff's Office as Chief Deputy and the Bonner County Sheriff's Office as Undersheriff.

In 2008, he accepted the position of Chief of Police for the City of Page, Arizona and later served as Chief of Police for the City of Reidsville, North Carolina. He has been serving as Hanover's Chief of Police since June of 2014. Chief Dennis has a Bachelor of Science Degree in Criminal Justice and is a graduate of the FBI National Academy.

On July 1, 2014, Detective Captain Frank Moran retired after 26 years of service. Captain Moran began his career with the Hanover Police Department in May of 1988 and served the Town of Hanover as a Patrol Officer, Patrol Sergeant, Detective Sergeant, Detective Lieutenant, Detective Captain and Acting Police Chief.



*Captain Frank Moran*



*Sergeant David Luther*

On October 29, 2014, Sergeant David Luther retired from the Hanover Police Department after 24 years of service. Sergeant Luther began his career with the Hanover Police Department on August 20, 1990 and served as a Patrol Officer, Patrol Sergeant and the Department's Accident Reconstruction Investigator.

## **Patrol Division:**

The Patrol Division is committed to the community policing philosophy and actively works with our community members in seeking solutions to neighborhood problems. Patrol officers provide home and business owners with crime prevention tips and actively patrol through neighborhoods and business districts in an effort to reduce and/or prevent crime in these areas.

A major function of the Patrol Division is the enforcement of New Hampshire criminal and motor vehicle laws, as well as Hanover town ordinances. This is achieved through routine patrol observation, speed enforcement, deployment of the department's radar trailer and the investigation of vehicle crashes.

The Patrol Division also answers numerous calls for service each day. These calls include, but are not limited to, the following: completion of incident reports involving criminal/suspicious activity, conducting follow-up investigations which often results in the apprehension of criminals, serving warrants, processing crime scenes, investigating vehicle crashes, performing first responder duties, providing residential and commercial security checks, and providing traffic and security control at large community events or during weather-related incidents.



Deputy Town Clerk Charlie Garipay and Officer Alterisio

The Department continued to struggle with staffing issues in 2014. In October, Michael Alterisio was hired to fill one vacancy. Officer Alterisio is currently attending the 166<sup>th</sup> Police Academy and will be graduating in April, 2015.

The Hanover Police Department introduced the Rape Aggression Defense (R.A.D.) Systems Program in 2014 which is a basic self-defense program specifically designed for women. An idea was proposed to the Dartmouth College Department of Safety & Security (DSS) Administration by a member of the patrol division to facilitate a joint R.A.D. class which would be taught on campus to female students by instructors from the HPD and DSS. The Police Department saw this as a wonderful opportunity to join DSS in providing a great program that may help to strengthen and build relationships between students and HPD staff.

Sgt. Brad Sargent was certified as a R.A.D. instructor and held the first class during the Hanover High School's March Intensive week where 16 female students participated. He also assisted in teaching classes each semester at Dartmouth College. In the fall of 2014, there was a joint class held with members of Dartmouth College and Town of Hanover employees.

Our R.A.D program continues to grow and in the coming year one of the Department's female officers will obtain her instructor certification. For information relating to R.A.D. or to schedule a R.A.D class, please contact Sgt. Sargent at (603) 643-2222 or [brad.sargent@hanovernh.org](mailto:brad.sargent@hanovernh.org)

On November 8, 2014, officers from the Hanover Police Department and community members came together in an informal, neutral space to discuss community issues, build relationships, and drink coffee. This event was held at Umpleby's Bakery & Café on South Street in Hanover. Additional events will be held in the future at locations throughout Hanover and Etna.

*Coffee with a Cop* provides a unique opportunity for community members to ask questions and learn more about the department's work in Hanover's neighborhoods.



The majority of contacts law enforcement has with the public happen during emergencies or emotional situations. Those situations are not always the most effective times for relationship building with the community, and some community members may feel that officers are unapproachable on the street. *Coffee with a Cop* breaks down barriers and allows for a relaxed, one-on-one interaction.

*Coffee with a Cop* is a national initiative supported by the United States Department of Justice, Office of Community Oriented Policing Services. Similar events are being held across the country, as local police departments strive to make lasting connections with the communities they serve. The program aims to advance the practice of community policing through improving relationships between police officers and community members one cup of coffee at a time.

## **Detective Division:**

The role of the Detective Division at the Hanover Police Department has always been dynamic and adaptive to whatever the current needs and responsibilities of the entire agency might be during any given year. Primarily, responsibilities of the Detective Division have been to provide the Patrol Division with investigative support, guidance and added oversight. This is not to imply that the Detective Division is reactive. The office has always strived to be proactive by offering safety tips and warnings about current criminal trends to the residents, businesses and assorted organizations that make up the diverse and unique community that is Hanover.

The Detective Division saw significant change in 2014. Detective Captain Frank Moran retired after over 25 years with the Hanover Police Department. His experience and knowledge will be greatly missed. Detective First Class Eric Bates, now in his 20<sup>th</sup> year of law enforcement, has been tasked with overseeing the Detective Division during the period of transition.

Despite the department changes and staff shortages, the Detective Division continued to oversee numerous projects and investigations during 2014. Some of the more noteworthy accomplishments were:

- ❖ Drug Take Back Program. The Hanover Police Department hosts an anonymous drop box for anyone to dispose of used or out-of-date medications so that they can be disposed of properly. This is available 24 hours a day, 7 days a week. In 2014, Hanover collected and disposed of 205 lbs. worth of medications.
- ❖ Property & Evidence Management Program. The department's property and evidence management program was audited and a new program was initiated in hopes of making the process more efficient and up to date with current practices and accountability standards. This is one of the larger projects the police department has initiated in many years.
- ❖ Sexual Assaults / You Have Options Program. The division continued to see dozens of sexual assault complaints reported over the past year. With the recent announcement of Dartmouth College's Moving Dartmouth Forward initiative, the division is hopeful that the initiative will lead to a decrease in the significant number of assaults where hard alcohol consumption is proven to be a factor. Additionally, the department is reviewing the "You Have Options Program" as a possible program that HPD can become a member of with the goal of making the reporting process easier and more victim oriented for any future cases.
- ❖ On Call Program. The department's on call program of having an available resource available to assist in investigations 24 hours a day was continued throughout 2014. The schedule is staffed by the Detective Division.
- ❖ Criminal Investigations:
  - Commercial Burglary. A local business reported significant thefts of brass shavings out of their recycling dumpsters. A "sting" was put in to place that resulted in the arrest of five (5) individuals. The investigation revealed that the group had been involved with previous thefts profiting by more than \$36,000.

- Child Pornography. An email containing a child pornographic image was intercepted and turned over to the National Center for Missing and Exploited Children (NCMEC). An investigation was conducted and numerous additional images and videos that are believed to be child pornography were seized. This matter still being investigated and is pending prosecution.
- Residential Burglary. A residence was burglarized during the daytime hours. Items targeted were mainly cash and coins found in the residence. Items from the residence were surrendered for processing and numerous latent fingerprints were recovered. Using the latent prints, the state lab has definitively identified a suspect in the investigation. The suspect is believed to be part of a group of burglars responsible for numerous burglaries in the Upper Valley. This matter is still under investigation.
- Second Degree Assaults. In two separate, non-related incidents, Hanover PD investigated two second degree assault cases. One case involved a male being “jumped” by a group of three males on the Dartmouth Green. After being punched and falling to the ground, the victim was kicked in the head by his attackers. The attack appears to have been unprovoked. The second assault involved two intoxicated males engaged in an argument that resulted in one male being seriously injured from sustaining punches and kicks during the assault. Subjects were arrested in both cases.
- Indecent Exposure and Lewdness. A female reported that while being transported by a taxi service, the cab driver committed indecent exposure acts in her presence. A joint investigation with the Hartford, Vermont Police Department was initiated. This matter is pending prosecution.

<b>Police Activity:</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>% Change 2012-13</b>
Murder	0	0	0	0	0	0%
Sexual Assault	5	8	11	14	21	50.0%
Robbery	1	0	0	1	1	0%
Burglary	12	17	14	14	13	-7%
Theft	130	152	218	158	164	3.8%
Motor Vehicle Theft	1	0	0	0	0	0%
Arson	2	1	2	1	0	-100.0%
UCR Stolen	97,020	236,855	254,707	232,820	224,711	-3.5%
UCR Recovered	16,518	12,498	27,825	22,232	8,819	-60.0%
Recovery Ratio	17%	5%	11%	10%	4%	-60.0%
Assault	39	44	37	56	81	44.6%
Forgery	3	5	2	3	0	-100.0%
Fraud	17	26	34	30	38	26.6%
Vandalism	83	70	82	49	48	-2.0%
Possession of Stolen Property	4	5	9	7	1	-85.0%
Indecent Exposure	2	2	1	1	5	400.0%
Drug Violations	46	40	46	44	68	54.5%
DUI	16	16	10	14	16	14.2%
Liquor Violations	205	131	115	112	137	22.3%
Intoxication (PC)	109	88	111	104	87	-16.3%
Disorderly Conduct	23	24	20	27	26	-3.7%
Harassment	12	13	12	10	7	-30.0%
Domestics	11	3	4	7	9	28.5%
Facilitate Underage Drinking Party	4	3	0	2	2	0.0%
Open Container-Public	3	0	0	1	0	-100.0%
Tobacco Violations	7	3	0	0	1	100.0%
Land Violations (Zoning)	20	15	0	15	0	-100.0%
MV Unlocks	333	349	379	259	227	-12.3%
Detentions-Adult	159	98	110	116	97	-16.3%

Detentions-Juvenile	12	11	8	10	6	-40.0%
Total Arrests All Categories	513	406	406	427	464	8.6%
Accidents-Total	230	247	224	231	214	-7.3%
Accidents-Fatalities	1	1	0	0	0	0%
Accidents-Injury	36	37	24	30	29	-3.3%
Accidents-Pedestrian	2	4	1	0	4	400.0%
Accidents-Hit and Run	60	69	62	70	61	-12.80%
Accidents-Bicycle	6	3	4	3	5	66.6%
Accidents-Reportable	169	183	166	172	141	-18.0%
Total MV Stops	3,192	2,912	2,329	2,596	2,104	-18.9%
MV Citations	271	253	160	184	143	-22.8%
Speeding	143	107	55	68	50	26.4%
Towed Vehicles	95	74	189	104	73	-29.8%
Patrol Mileage	165,432	156,229	163,483	136,530	124,432	-8.8%
Patrol Fuel	13,957	13,437	12,876	10,589	10,211	-3.5%

## **Communications Division:**

The Hanover Communications Center (HCC) 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 additional thirteen New Hampshire and nine Vermont towns that contract with the Town of Hanover for this service.

The HCC continued to be taxed by the large number of weather related storms, both wind and snow, that occurred during the year. Often times the HCC was inundated with non-emergency calls questioning when the power would come back on, when a specific road would be plowed, or if school was in session. These types of non-emergency calls can delay the dispatcher handling a true emergency. Residents are encouraged to contact the power company directly as they often have more accurate information. The HCC rarely, if ever, knows the status of a repair.

The HCC applied for a competitive Homeland Security Grant to replace the 13 year old radio consoles and were successful in being awarded a \$175,000 grant. With this purchase, the HCC will be able to connect with the Grafton County Dispatch's radio consoles in a Wide Area Network and will allow redundancy should either dispatch center have a catastrophic failure, or be required to evacuate their center.

The HCC also oversaw an upgrade to the town wide telephone system that was approved last year at Town Meeting.

The HCC continues 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>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>% Change 13-14</b>
Total Incidents	40,057	45,167	48,619	50,098	47,341	-5.5%
Hanover Incidents	14,534	15,551	14,910	16,479	16,853	2.2%
All Incoming Calls	128,699	124,035	178,796	196,659	166,096	-15.5%
Handled by Dispatcher	67,985	66,094	70,081	68,894	65,100	-5.6%

Calls Transferred	60,714	57,941	108,715	127,695	100,993	-20.9%
911 Calls	3,122	3,518	3,434	3,432	3,142	-8.4%
7 am-3 pm Calls	77,097	75,859	111,028	129,795	105,558	-18.6%
3 pm-11 pm Calls	42,513	39,740	59,900	56,098	51,865	-7.5%
11 pm-7 am Calls	8,189	8,436	17,699	8,569	8,670	1.1%
SPOTS-Dispatch	284,230	241,161	280,794	312,958	277,231	-11.4%
SPOTS-Mobile Data	330,113	322,632	302,897	402,066	341,590	-15.0%
Police Calls-All Depts.	36,973	42,441	45,986	47,191	44,245	-6.2%
Fire Calls-All Departments	3,132	3,260	3,312	3,164	3,345	-6.2%
Ambulance Calls-All Depts.	3,303	3,241	3,690	3,610	3652	1.1%
Fast Squad-All Depts.	767	1,137	1,208	1,012	1,187	17.2%
Public Works-All Depts.	587	816	802	916	775	-15.3%
Bank Alarms	52	45	37	39	19	-51.2%
All Other Alarms	1,233	1,715	1,151	1,070	999	-6.6%

## **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.

In the summer of 2014, Chief Dennis met with his staff and members of the Dartmouth Community to further evaluate the Department's Alcohol Policy as well as the Diversion Program. The Hanover Alcohol Diversion Program was established in 1988 and although it was considered the preferred approach to handling underage intoxication offenses, staff completed an in depth review of the pros and cons of the program versus that of Valley Court Diversion. Ultimately it was determined that the Town of Hanover would transition its program to Valley Court Diversion. Some of the benefits to this transition include: consistency in the assessment of participants as the Licensed Alcohol and Drug Abuse Counselor (LADAC) is a staff member of Valley Court Diversion; a decrease in cost to participants who would pay \$275 versus the previous \$400 fee; and Valley Court Diversion could require that the higher risk participants complete additional counseling before being released from the program.

Year to year comparison	2010	2011	2012	2013	2014
Total number of participants	101	87	91	62	90
Dartmouth Students	90	78	87	45	68
Non-Dartmouth Students	11	9	4	17	22

## **Parking Operations**

Staff of the Police Department and Parking Enforcement Division writes 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 7:00a.m. and approximately 9:00p.m. 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 2014 include:

- The final wave of new single space parking meters that accept credit cards were installed. The entire parking system now has new parking meters.
- Another parking study recommendation was approved by the Board of Selectmen – town representation and funding to Upper Valley Rideshare to support new rideshare initiatives.
- \$2.00 parking in the garage has become a popular option for employees starting late morning, keeping these long-term parkers out of high value short-term Main Street and Municipal lot spaces often used by customers and visitors.

<b>Parking Division Statistics</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Total Tickets	25,859	29,005	30,366	29,763	24,727	24,680
Handicap	72	39	48	47	43	39
Loading - Bus	22	18	20	18	9	3
Left Wheels to Curb	150	97	101	86	85	119
Expired Meter	23,095	26,039	27,624	27,275	21,578	21,175
Winter/Summer Parking Ban	883	979	729	663	1,251	784
2-Hour Zone	2	4	8	0	3	14
Improper Parking	156	191	243	198	155	367
Meter Feeding	94	162	8	11	55	389
2&3 Expired Meter Violation	436	556	621	672	454	788
Prohibited Zone	491	466	510	438	545	383
Towing Charge	15	2	24	11	9	33
No Town Permit	422	438	367	263	485	500
Restricted Area	na	na	37	52	30	64
Sidewalk	18	13	19	13	18	22
Other	3	1	7	16	7	0
Ticket Appeals	2,769	3,158	3,289	2,834	2,416	2,159
Meter Revenue	411,769	421,523	421,958	402,008	468,979	615,145
Fine Revenue	363,070	389,239	409,721	429,070	356,437	392,563

**Full Time Staff at year end:** Chief Charles Dennis; Lieutenant Michael Evans; Detective Eric Bates; Sergeants: Daniel Gillis, Bradford Sargent; Patrol Officers: Jeffrey Fleury, Shannon Kuehlwein, Alan Patterson, Jeffrey Ballard, Richard Paulsen, Matthew Ufford, Ryan Kennett, Christopher Swain, Nenia Corcoran, Jeff Shepard, Alex Tucker; and Michael Alterisio. 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.

## 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, processing invoices, engineering designs, mapping, construction project inspections, issuing of permits, and the overseeing of the daily operations.

- With the assistance of Hypertherm, Kendal of Hanover, Dartmouth College Dartmouth Printing and the Food Coop, Hanover became the first community on New Hampshire to be designated an EPA Green Power Community. To become a Green Power Community the total community power usage must be offset by renewable energy either through power generation or by investing in Renewable Energy with the purchase of Renewal Energy Credits (REC).
- Effective July 1<sup>st</sup> 2014 the Town became only one of two communities in New England to purchase power directly from the New England Power Pool allowing the Town to buy power at wholesale rates. During the summer months the Town is able to purchase power as low as \$0.02 - \$0.05 per kWh, compared to the utility default rate which is closer to \$0.09/kWh. In the winter months the Town will enter into a “sleeve contract” at a fixed rate lower than the utility rate to protect against electrical rate spikes. The cause of electrical price spiking is due to the limited pipe line capacity of the natural gas supply system. New England’s major energy generation (>55%) is from natural gas facilities which compete against heating needs. These spikes will continue in winter months until larger or additional natural gas pipe lines are constructed into New England. Unfortunately, there are few new pipe line projects on the horizon. Customers should expect winter electrical spiking trends to continue for the foreseeable future.
- Staff continues to work with the Trescott Company, managing the forestry program and Invasive Mitigation Program. A program was initiated with the High School to monitor test plots under various conditions. The test plots will help determine how effective each method is and the level of effort needed to allow regeneration of native species. 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. Coupled with the invasive mitigation is the opening of the property for deer hunting. Deer browse is a major cause of native plant species poor regeneration. Harvesting occurs as existing trees mature and markets allow with the proceeds used for the invasive mitigation program.



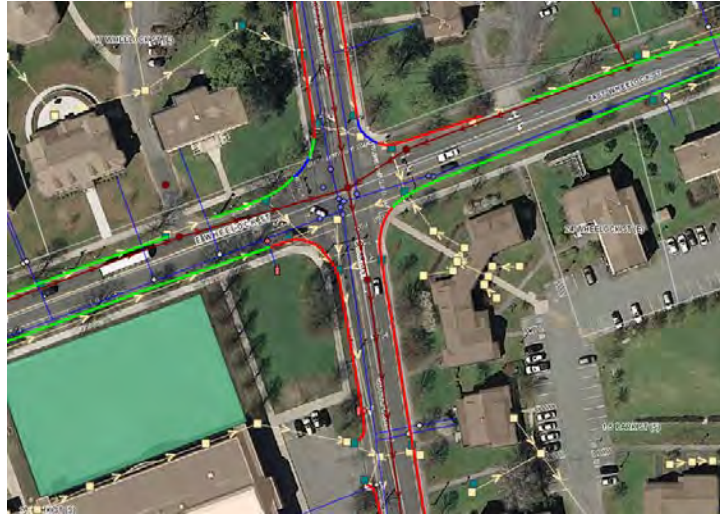
**Before Brush Hogging**



**After Brush Hogging**



- 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.



- After more than 5 years of planning a pedestrian bridge was permitted in Pine Park with various Public Works personnel contributing to the construction in the fall of 2014.



- The Hanover Transit Hub phase 1 was begun in the summer of 2014 which included changes to the sidewalk to allow for a larger more inviting bus shelter, channeling islands to improve pedestrian safety, enhanced bus loading and unloading area and landscaping. Phase 2 will include a larger shelter, enclosed waiting area, electronic kiosk and additional bicycle facilities as funding allows. Phase 2 is expected to be completed in the summer of 2015.



- A major overhaul of the Capital Improvement Plan, including documentation and active management was completed to allow for frugal management of the funding needs.

**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 an apartment building located at 44 Lebanon Street. New for 2013/2014 is the residence at 46 Lebanon Street. The 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. A lot of projects getting done and not enough preventative maintenance. We are hoping to get caught up this year with preventative maintenance.

Significant projects completed during 2013/2014 were the replacement of the roof on the original section of the Howe Library; the Police Department received a new HVAC system; the Water Reclamation Facility had the original roof replaced; and the Facilities Department, with some help from Highway, IT, Water, Water Reclamation, and the Recreation Departments, constructed a very nice pavilion at Thompson Terrace.



Several mid-sized projects include: a new work area for the IT Department in the basement of Town Hall, giving them a storage area and a much larger work space; relocating the Supervisors of the Checklist to IT's old office and constructing a new meeting room in the basement; completed work on the fleet storage area; installed new flooring at the Police Department; and replaced pneumatic thermostat and zone valves with a 24-volt Johnson Controls system. The Town was audited by the NH-DOL for safety issues and every Town-owned building was inspected and evaluated. We were cited for only a few minor infractions which were taken care of immediately. Workplace violence issues at Town Hall required us to reconfigure the workspace area to meet state standards. At the Water Department, we are switching the break room with the stock room so we can add a stairway to the attic for storage of Town Hall documents.

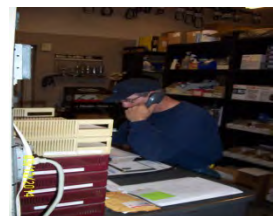
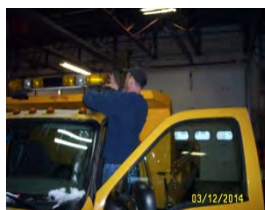
Small projects include: a new counter top in the café and hanging the artwork Bird Chandelier at the Howe Library; and stripping and waxing all Town building tile floors (of which most had to be done on weekends by the custodial crew). Summer Park had five tenants move out, giving us a chance to refresh those apartments before new occupants moved in.

Energy-efficiency projects include: installation of a Riello propane burner at the Howe Library; replacement windows are to be installed this spring; encumber balance of our current fiscal year funds for plans to install solar panels to the roof at the Police Station to generate electricity this fall.

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

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. 2014 was a productive year for the Fleet Maintenance Division.

#### Highlights of 2014:

- Completion of the Fire dept. Utility 1 truck went into service in Jan.
- Completion of the Fire dept. Engine 2 (Etna) went into service in July.
- Completion of the Fleet division storage room was done in May.
- Fabricated and modified the Highway operations paint trailer in April.
- Redecked and painted the Highway operations equipment trailer in Dec.
- Sandblasted and painted the Public Safety bldg. sign in Sept.
- Fabricated ladders for roof access and a propane tank storage rack for the Facilities division.
- Assisted in the construction of the Pine Park bridge project.
- Staff training included: Allison transmission seminar (May), Recertification of Underground storage (June), Hydraulic system training (June), Alternative fuels seminar (June)

- Prepared specifications for, took delivery of, or set up the following equipment for the departments listed below:

Highway Operations:

- Ford F550 truck with stainless steel dump body, sander, wing, and plow
- Holder C992 sidewalk plow                      MB MSV sidewalk plow



Water Dept.:

- Ford F350 utility truck with crane

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

**GROUNDS DIVISION:** This year was a good growing season. The grounds crew was involved in planting new streetscapes near the Nugget Theater and in front of the Hanover Inn and mobility hub near the Hopkins Center. New or replacement trees were planted in the Pine Knolls arboretum and throughout the town. Several hazardous pine trees were harvested from Pine Knolls Cemetery. The lumber was used for town projects.

More than 4,600 new tulips were planted for spring color in the town beds. A new rainbow garden was planted in front of the mobility hub on East Wheelock Street. The Grounds crew assisted in the Pine Park bridge project.

**Grounds Division Staff:** 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. Summer is a very busy season of making improvements to the infrastructure such as, but not limited to, pavement overlays (67 miles), upgrading of our gravel roads (33 miles), culvert & drainage upgrades, sidewalk reconstruction, special projects as assigned, and ongoing right-of-way maintenance.

Accomplishments for 2013-2014:

- Ruddsboro Road received a considerable amount of work this past summer. Two 60” culverts had to be replaced due to extensive corrosion. We also were able to extend both culverts allowing for more shoulder room. New block head walls were added. During the same time we changed a 24” culvert in the same area. New guardrails and blacktop finished up this project.
- We continue to upgrade and improve the lighting for the crosswalk at Valley and Park Street. New, bigger solar panels and batteries have been added along with different light heads. This has allowed the lights to run longer at night along with longer morning hours.
- North Main and College Street received a large amount of work this year. The road surface was milled and repaved. To do this, all structures had to be lowered before milling could start. The milling process removes four to six inches of blacktop. This ensures a better road profile and allows for paving without losing curb height or sidewalk tip-downs. After milling, a base course of asphalt is put down. All structures were then rebuilt and raised to finished grade. These included water valves, catch basins,

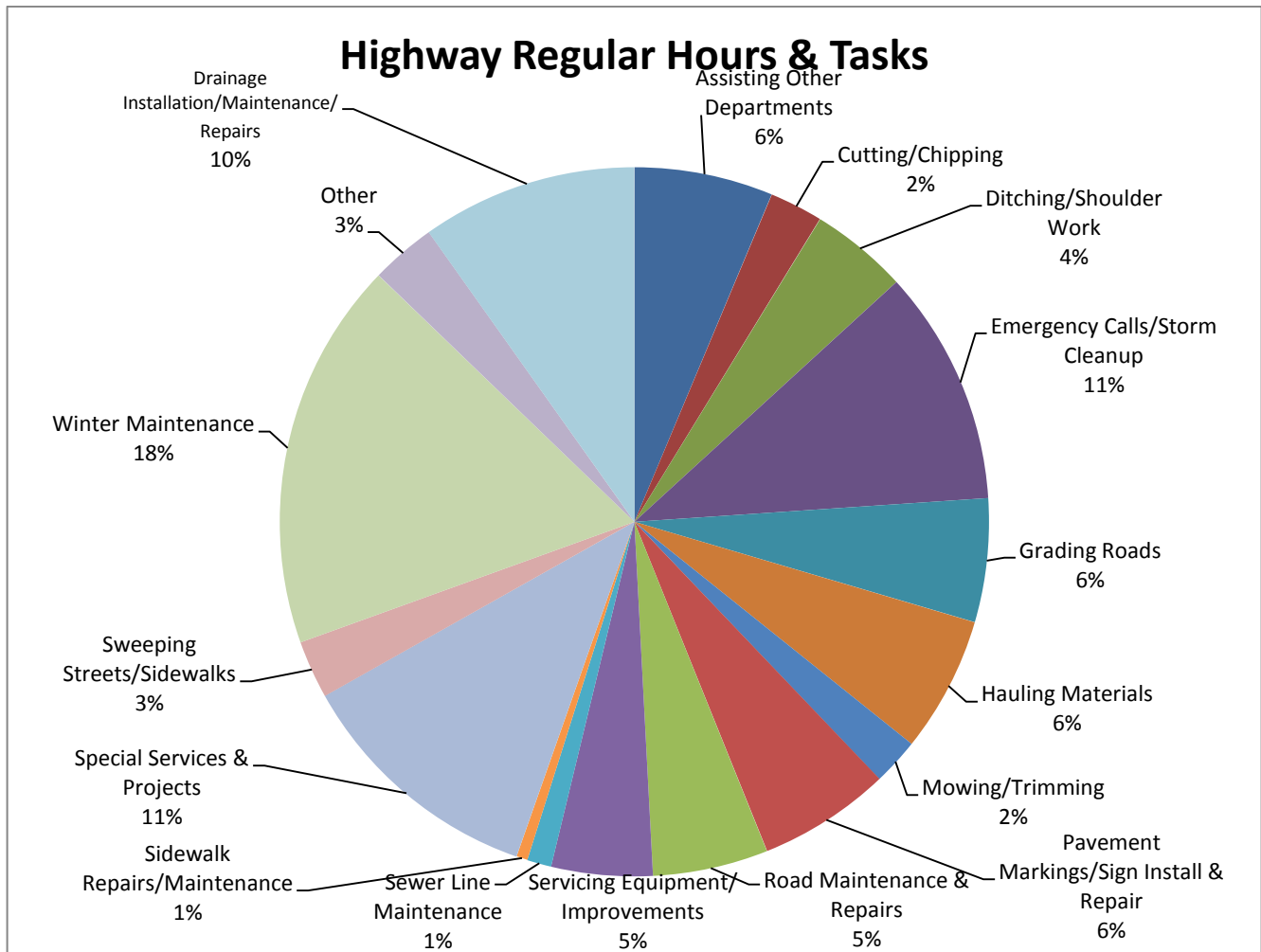
sewer manholes and electrical manholes. The finish course of asphalt is then put down. Finally, Town staff repainted all road markings.

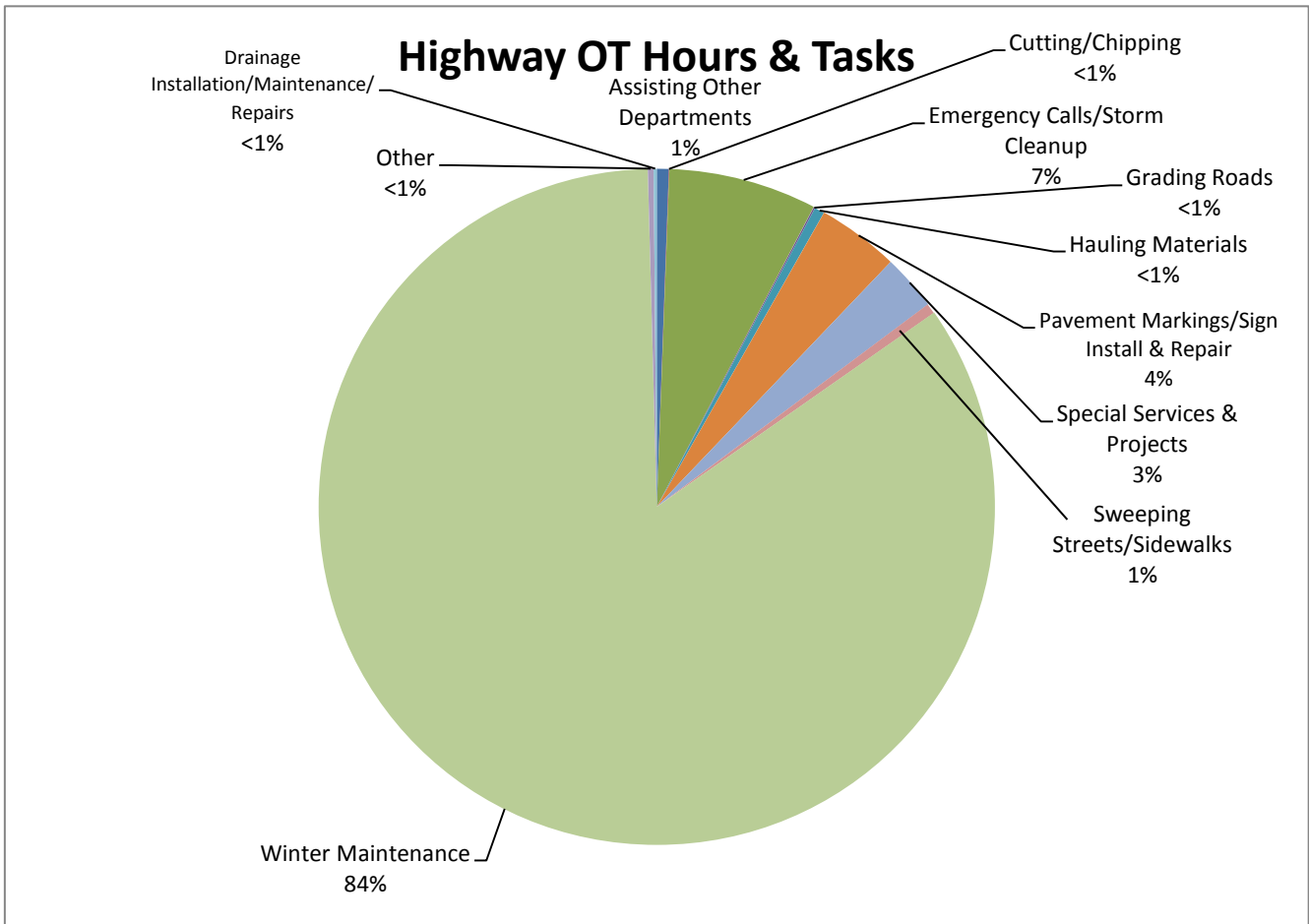
- Town staff assisted contractors with Hanover Transit Hub and upgrades in front of the Hanover Inn. This included help during road milling and road marking.
- Over 150 catch basins were cleaned and inspected this year. This is an annual project which limits storm sediment run-off.
- The road surface reclaiming program was busy again this year. A mile of King Hill Road was completed that was prone to extreme heaving in the winter time. The reclaiming process consists of grinding the old asphalt surface to a depth of twelve inches and adding six inches of 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.
- 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.
- We continue to crush asphalt that we accumulate from various jobs throughout the year. We use this on all of 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.
- On the Etna end of Ruddsboro Road, a rubberized chip seal was put down for one mile. This product is a flexible coating made out of recycled tires. It is put down in a hot liquid form. Coated stone is immediately applied. It is then rolled and swept. This product is supposed to wear better and be more flexible than a standard one-inch wear course. We are excited to see how this product works out.
- Highway staff has been collecting large amounts of data to be put into our GIS program. This involves locating all catch basins and culverts. Information is gathered on catch basin condition, construction material, and pipe sizes and direction of flow. This is a very large undertaking. When complete, all Town utilities will be a click away.

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	45.75	
Fleet	462	3
Police	13.5	
Water Dept.	57.75	
Fire Dept.	1	
Parking Enforcement	104.5	19.5
Building Dept.	399	
Recreation	90	
School	7.75	
Water Reclamation	16.75	
<b>TOTAL - Assisting Other Departments</b>	<b>1198</b>	<b>22.5</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 service line connection to mains to the treatment facility. They maintain and improve forty-four (44) miles of the gravity sewer lines and over twelve-hundred (1,200) sewer manhole structures.

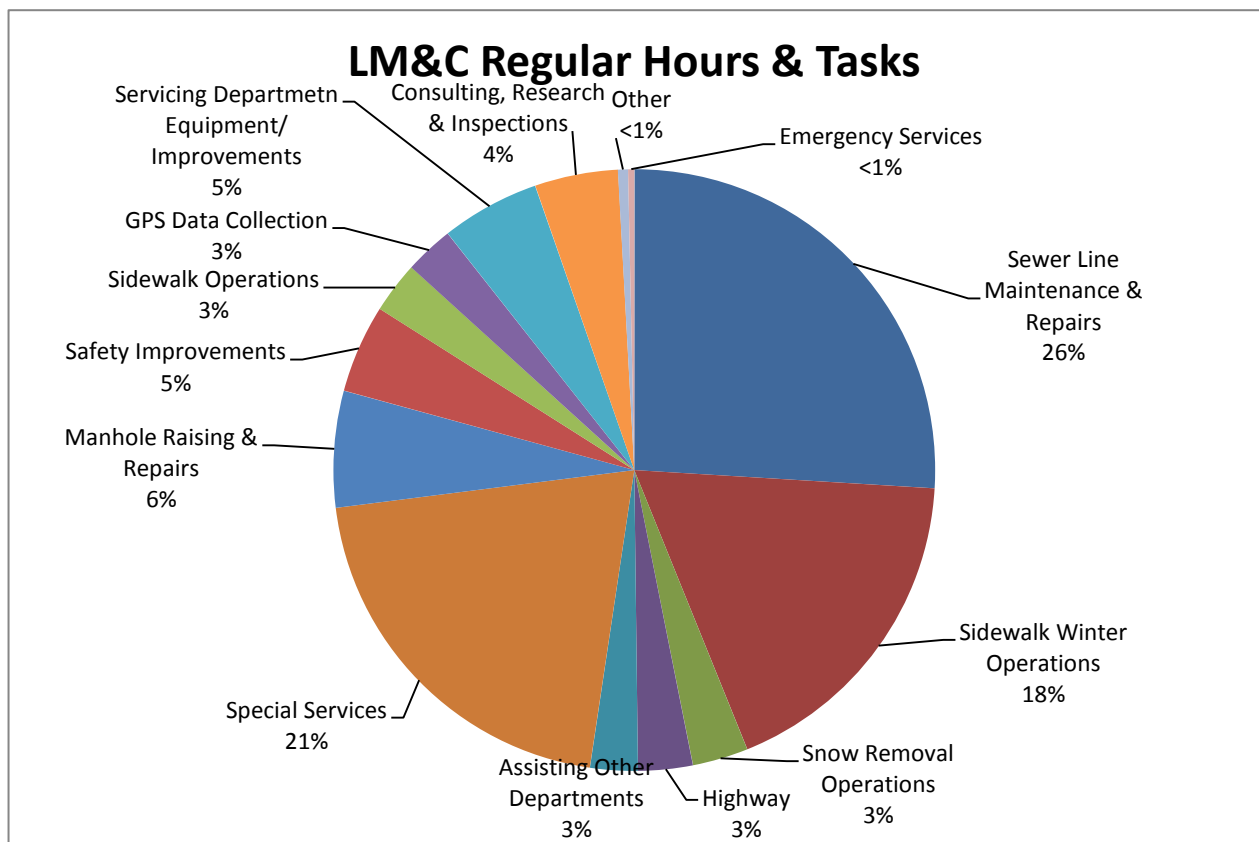
The crew consists of Raymond Swift, the crew leader, and Jim Cray, a maintenance worker, to provide the services and work required to keep the collection system serviceable and up-to-date.

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.

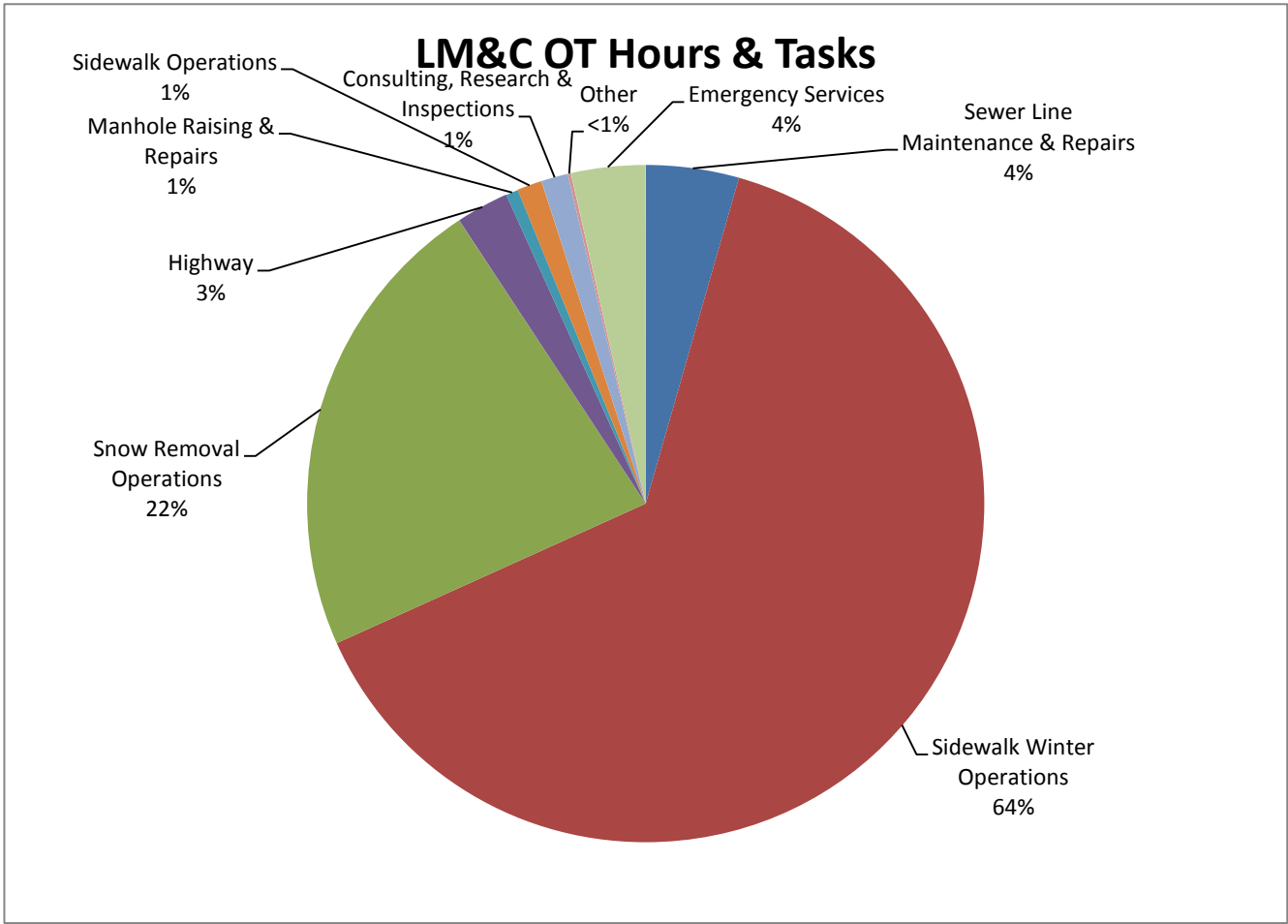
- The Line Maintenance crew is responsible for the preventive maintenance of over forty-four miles of collection system pipe, using a high-pressure flushing unit. Approximately six-thousand (6,000) feet of sewer line are flushed on a monthly basis to prevent any back-ups and maintain uninterrupted flow from the Town’s collection system to the treatment facility. 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 thirty-eight hundred (3,852) feet of line. Root cutting is now done with the high-pressure flushing unit that has a special nozzle. This number also was reduced due to the Slip-lining efforts of the Department. It is faster and does a better job than the older root cutting machine.

- The Sewer Line Division has started using some of the 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 or any other invasive excavation on private or Town property.
- This year, 452 linear feet of Slip-lining was done on Choate Road, 618 feet on East Wheelock Street, 221 feet on Occom Ridge, 329 feet on Brook Road, 198 feet on South Main Street, and 132 feet on Lebanon Street.
- Forty sewer manhole & frames and covers were upgraded. Several other sewer manholes were upgraded with new frames and covers to combat infiltration.
- The crew provided the mowing and maintenance of approximately five to six miles of sewer line rights-of-way, which also double 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 fourteen miles of sidewalks. This is done with the Town’s three sidewalk tractors with the assistance of one highway worker.
- In the spring, crews perform sweeping of the walks as well as 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 any 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.







**WATER DEPARTMENT:** The Water Department is responsible for the operation and maintenance of the treatment facility located at 41 Grasse Road, where we produced, on average, 830,000 gallons of water per day in 2014. The distribution system includes nearly 41 miles of distribution lines throughout the town 325 fire hydrants that require year-round maintenance and approximately 975 gate valves that require ongoing maintenance as well. We also maintain 3 reservoirs and 4 storage tanks as well as 1,927 water meters and the network that allows us to read these meters remotely.

Water Department personnel take a lot of pride in their work and it is our goal to provide the best quality uninterrupted service possible to all customers while providing clean, safe and reliable water.

**Statistics**

- Length of distribution lines = 40.8 miles
- Number of Metered Accounts = 1,927
  - Water Accounts = 1,820
  - Sewer Only Accounts = 107
- Number of hydrants = 325
- Number of meters = 1,927
- 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 2014 = 303 million gallons
- Average daily volume processed in 2014 = 0.83 million gallons

## Projects

- 2014 saw the completion of the water meter upgrade and remote reading system.
- Collection of Global Positioning System (GPS) data of our infrastructure for Graphic Information system (GIS) mapping. This information will be used for daily operations as well as Asset Management and Capital Improvement Program (CIP) projects.
- Responded to 6 water main breaks and 4 leaking service lines.
- Worked with sewer Line Maintenance and Construction Division (LM&C) lowering structures prior to paving on several streets.



*Leaking service line*



*Old tuberculated water main*



*Repairing 1893 water main*

**Water Department Staff:** Todd Cartier, Superintendent; Eric DeFelice, Senior Water Technician; Matt Walker, Water Distribution Worker; Bernard Hazlett, Water Distribution Worker

## **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; Vacant Position, Treatment Technician Assistant.

The facility is now almost a full year into “post upgrade” operation. Processes and equipment are being monitored and optimized as allowed. Along with existing equipment being replaced, there was a fair amount of additional equipment added and enhanced processes that are still being learned and manipulated about by staff as part of the learning curve. There are still several major facility components which were not addressed under that project and staff is looking at the best way to strategize their replacement through the Capital Improvement Program.

The National Pollutant Discharge Elimination System {NPDES} is a joint regulatory mechanism through the Region #1 Environmental Protection Agency {EPA} and the New Hampshire Department of Environmental Services {DES}. The permitting cycle for the NPDES permit is typically around five (5) years and we are awaiting an updated permit to be issued in the spring of 2015. Within the permitting framework, there is a comment period open for public and stakeholder input. Town staff, DES, the City of Manchester, NH, Underwood Engineers Inc, and the New Hampshire Water Pollution Control Association have submitted comments regarding the proposed permit language. EPA’s responses will be issued when the permit is released.

The foremost known concerns are a proposed aluminum limit, nitrogen monitoring and the introduction of Capacity Management Operation and Maintenance {CMOM} requirements. The CMOM is directed toward the collection and conveyance systems within the Hanover system as well as the associated flows entering the Hanover facility from the City of Lebanon. Routine meetings with Lebanon staff are held to help initiate an arrangement that is agreeable to all parties. The nitrogen and aluminum issues are still in question at this time as they relate to financial impacts and actual numerical values. For now, it appears that the nitrogen component will be a “monitoring only” and the aluminum may have an actual limit applied for this permitting cycle.

General statistics for 2014 include:

- Treatment of approximately 464 million gallons of raw wastewater to secondary treatment levels. This is an increase of approximately 16 million gallons or 3.5% from 2013 levels. The increase can be associated with seasonal precipitation resulting in Inflow and Infiltration {I&I}. Total precipitation recorded for 2014 was 99.0” as opposed to 68.0” in 2013.

- The Water Reclamation Facility received 294,171 pounds of Total Settleable Solids {TSS} and 323,918 pounds of Biochemical Oxygen Demand {BOD}-*these are measurable 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 4.3 % increase in TSS loadings and a 3.9 % increase of loading for BOD.
- Production of approximately 941 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 13 % from 2013. This decrease can be attributed to the facility upgrade project and improvements made to the two anaerobic digesters. This is the second consecutive year that our disposal volume and associated costs have dropped.
- 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 continue to meet NH “Low metals” certification of our biosolids. Due to some equipment issues this year, we utilized Resource Management Inc. {RMI} of Holderness, NH to land apply 69 wet tons of biosolids at the Tadmor Farm in Lebanon, NH.
- Public, private, academic and professional groups continue to visit the facility for tours. Many groups are now “frequent flyers” and have classes returning every year. In 2014 we had two return visitors that graduated from Hanover High School and are now in their sophomore and senior year at the University of New Hampshire and are studying environmental engineering as a course focus.
- The Industrial Pretreatment Program {IPP} managed by Mark Roper have hosted a regional training session with DES on Fat, Oils and Greases or {FOG} for NH and VT operators. In 2014, Mark was also the recipient of the EPA - IPP regional award for program management excellence.
- Receipt and treatment of approximately 29,845 gallons of portable toilet waste. This denotes a decline of 27% from 2013. The continuing decline in revenues in this area are resultant from decreased construction activity in the region, limitations of the septage receiving area at the facility and management practices of septage haulers in general.



*Industrial Pretreatment Program Recognized for Excellence – Mark Roper (center)*

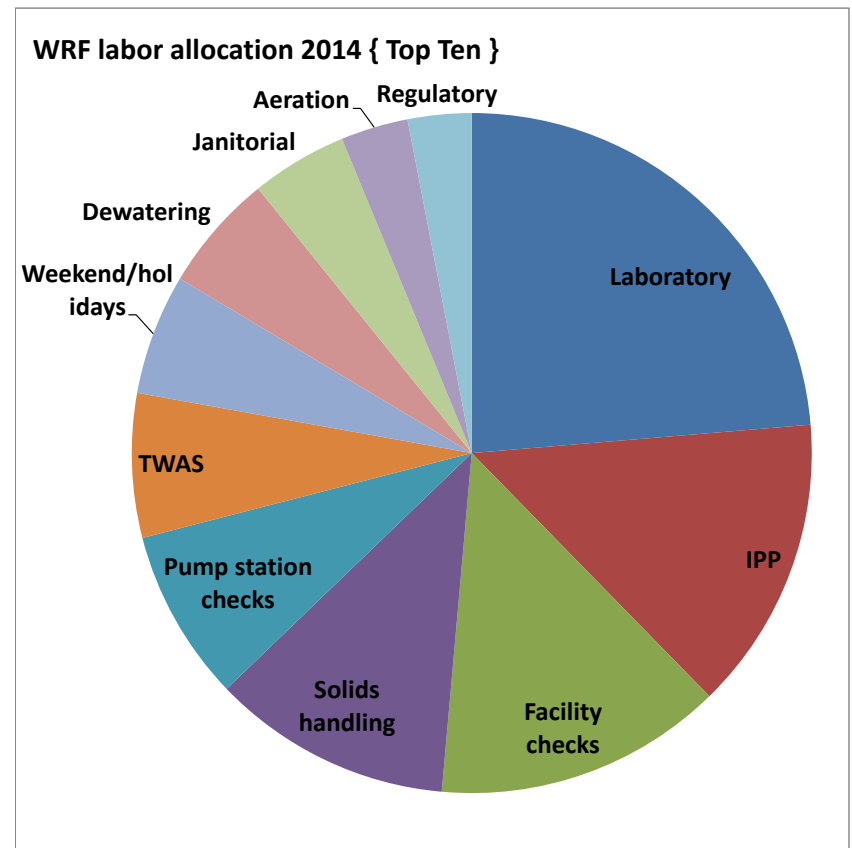
- *A kind reminder from “the plant” – your toilets, sinks, showers and tubs are for personal care and hygiene, they are not trash receptacles. Please refrain from disposing of cooking grease/oil, harsh cleaners/solvents, paints, medications, chemicals, pesticides, dental floss, plastics, reinforced paper towels, etc into your system. IF IT IS NOT TOILET PAPER OR RELEASED FROM YOUR BODY – IT BELONGS IN THE TRASH CAN.*

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

2014 WRF labor Summary		2014	%
Code	Task Description	Hours	from 2013 [+] (-)
001	Education/Training =	143.0	(93.9)
002	Meetings =	52.5	(3.3)
003	Working for other departments =	8.0	100.0
004	Administration- permitting, technical development, etc.=	6.0	(133.3)
100	Headworks = O&M	47.5	18.9
101	Grit removal = O&M	42.8	57.9
102	Septage receiving = O&M	74.0	(69.3)
103	Primary system = O&M	69.5	(39.6)
104	Aeration/blowers = O&M	208.5	61.3
105	Secondary system = O&M	111.3	35.3
106	Chlorination/Dechlorination systems = O&M, CL-17,PCU,pumps	37.5	(100.7)
107	Chemical/Material handling = offloading,tracking	6.3	(257.1)
108	Solids Handling = O&M	740.0	(104.5)
109	TWAS system = O&M	444.8	82.4
110	Digester system = O&M	126.5	16.4
111	Dewatering system = O&M	364.5	70.8
112	Methane system = O&M	142.0	(23.4)
113	Polymer systems = O&M	37.0	(59.5)
114	HVAC system = O&M	16.5	6.1
115	Facility repairs = painting,plumbing,electrical,structural,etc.	36.5	(1.4)
116	Laboratory = daily,process & permit testing/sampling	1535.5	(3.7)
117	Plant water systems = O&M	13.5	(77.8)
118	Electrical support systems = new wiring,outlets,lighting	5.0	(430.0)
119	Air support systems = compressors,lines,etc.	13.5	27.8
120	Regulatory compliance=SWPP,NPDES,air,waste oil, DMR QA/QC,etc.	196.0	14.2
121	Housekeeping = floors,windows,general cleaning, etc.	296.8	(41.3)
122	Grounds = mowing, trimming,raking,etc.	168.8	(37.4)
123	Snow removal = plowing,shoveling,snowthrower,etc.	138.5	38.4
124	Data entry = entry of values from remote locations,calculations,etc.	8.5	(88.2)
125	Work orders/assignments = Antero, work list development	0.0	0.0
126	Weekend/Holiday Ops = Basic lab, Pump Stations, Facility Chks etc.	372.0	(2.4)
127	Facility checks = daily routine monitoring of various plant processes	890.3	(8.6)
128	Facility maintenance = undesignated services/repairs to facility	95.0	(108.4)
129	Misc. Repairs/Fabrication = undesignated work to support equip	20.8	(10.6)
WRF	Facility call in = any call in conditions related to this facility	47.8	62.3
IPPO	Industrial Pretreatment Program = management	909.0	(9.0)
IPP1	Industrial Pretreatment Program = meetings/inspections	155.8	2.6
IPP2	Industrial Pretreatment Program = sampling/testing	31.5	(9.5)
666	Daily pump station checks = hours, flows, inspection, etc.	530.3	6.9
200	PS#2 = maintenance,repairs	72.8	(41.8)
201	PS#2 = call in	3.0	100.0
300	PS#3 = maintenance,repairs	91.3	(5.7)
301	PS#3 = call in	12.0	100.0
400	PS#4 = maintenance, repairs	61.5	(13.8)
401	PS#4 = call in	0.0	0.0

2014 WRF labor Summary		2014	%
Code	Task Description	Hours	from 2013 [+] (-)
500	PS#5 = maintenance,repairs	91.3	(17.5)
501	PS#5 = call in	0.0	0.0
K00	Kendal = maintenance,repairs	59.8	5.1
K01	Kendal = call in	0.0	0.0
M00	Minor = maintenance,repairs	38.3	(3.1)
M01	Minor = call in	0.0	0.0



## BOARDS & COMMITTEES

### ADVANCE TRANSIT



Advance Transit, Inc. (AT) is a bi-state regional nonprofit 501(c)3 public transportation system headquartered in Wilder. AT's 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 AT's website at [www.advancetransit.com](http://www.advancetransit.com) for schedules, route maps, and other information.

**Ridership Trends:** In general, ridership on the Advance Transit system has remained steady in FY2013-14. In FY 2013 fiscal year 2014) 122,563 passenger trips were boarded in Hanover on fixed-route buses, and 69,026 passenger trips were boarded on the Dartmouth/Downtown Shuttle. This is slightly fewer boardings than last year, which is likely due to lower fuel prices. Setting aside yearly fluctuations, AT's growth in ridership has been over 17% over the past five years. It is worthy of note that system wide, the number of 'choice' riders (riders that have a car available but choose to ride the bus) on the AT system accounts for about half of all riders.

**Expanded Frequency on the Green Route:** The big news this year is that the increased frequency on the Green Route, which provides service between Hartford, Wilder, Norwich and Hanover, has resulted in an increase in ridership on the route of 45% since July 2014! With increased funding from several sources including Hanover frequencies on the Green Route were increased from hourly to once every half-hour in July, 2014. Since that time ridership has increased dramatically on this route. One-third of Green Route riders report that they work at Dartmouth College.

**Hanover Mobility Hub:** We are very excited that the first phase of improvements to the Hanover Mobility Hub on East Wheelock Street in front of the Hop have been completed. Last summer, wider sidewalks, an improved bus loading area, and an improved pedestrian crossing with a refuge on East Wheelock Street were constructed. We look forward to the new shelter and information kiosk which will be installed this summer. Advance Transit has been an active partner working with the Town of Hanover, Dartmouth College and Dartmouth Coach to improve passenger facilities at this busy stop.

**Improved Passenger Information:** After a hiatus due to equipment upgrades, the popular real-time bus information feature of the AT website is back in service. To find the real time location of your bus, click on the 'where's my bus?' link on the Advance Transit website homepage and a route map with the buses will appear. You can zoom in to your area of interest using the 'plus' sign on the map. Currently the real time tracking system is still going through testing and refinement. In addition, route and schedule information has been installed at all shelters and many bus stops that don't have a shelter. Looking ahead to next year, Advance Transit will begin the process of improving its website. Finally, you can like AT on Facebook and get periodic service alerts and messages.

**Upper Valley Rideshare Reinigorated.** Advance Transit also supports Upper Valley Rideshare. This service has been recently reinigorated through the support of several partners including the Town of Hanover, City of Lebanon, DHMC and Hypertherm. Upper Valley Rideshare provides an educational service about commute alternatives including transit and all carpool services (Go VT, Dartmouth's Zimride) and provides a free carpool matching service for Route 120 commuters. Check it out at [www.uppervalleyrideshare.com](http://www.uppervalleyrideshare.com).

"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 Select Board 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 Select Board. One significant result is that the Commission is 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 nine meetings in 2014. 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), James Reynolds, Robert Chambers, Bob Strauss – there are seven open vacancies; Joan Collison serves as an Alternate Member. During 2015 Len Cadwallader and Ed Grampp resigned from the commission. The entire commission wants to publicly thank both of them for their dedication and many contributions to the work of the commission.

### **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 also works cooperatively with Dartmouth College on the planning of off-campus housing for its employees.

In addition, during 2014 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.

During 2014 the Commission actively reviewed with the Planning Board the results of the 2013 West Wheelock corridor PlanNH Charrette. The outcome was the creation of a West Wheelock Working Group consisting of members from the Planning Board, the Planning and Zoning Department, local residents, property owners and the Commission which was ably represented by Chip Brown. The result of the Group's work is a proposed revision of the zoning ordinance which will be presented for inclusion in the 2015 Town Meeting warrant.

Working with Twin Pines Housing Trust the Commission looked more in depth at the potential for redevelopment of the Summer Park senior housing complex which was built in the early 1970's and is reaching the end of its' useful life. As of this report, Twin Pines has secured grants to fund a feasibility study in 2015.

### **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 8 new condominium units (44 ownership units in total consisting of 7 affordable and 37 market-rate) have been built. Twin Pines has received financing for the final phase of 15 affordable rental units. It is expected that construction will start summer 2015.

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.

The Upper Valley Lake Sunapee Regional Planning Commission “2012 Housing Needs Assessment” noted that “More than 70% of owners and 50% of renters who are under 25 years old have a high housing cost burden.....Housing production needs were projected using standard market analysis methodologies.....The housing production model projects a need for the UVLSRPC region to add 3,800 to 4,600 total housing units from 2010 to 2020 in year-round housing stock, or approximately 380 to 460 units per year. About 41% of these units (160 to 190 units per year) should be affordable at the workforce income levels defined by NH RSA 674:58, IV.” In summary, the need for affordable housing remains as strong as ever in both Hanover and the greater Upper Valley region.

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

*“The sum of the whole is this: walk and be happy; walk and be healthy. The best way to lengthen out our days is to walk steadily and with purpose.” Charles Dickens*

The Hanover Bike and Pedestrian Committee (HBPC) is an advisory committee to the Hanover Select Board. The committee works to improve biking and pedestrian safety as well as opportunities in Hanover.

Many individuals help the HBPC and we wish to thank them for their generous assistance: Peter Kulbacki, Director of Public Works (DPW); Lieutenant Michael Evans of the Hanover Police Department; Carolyn Radisch ORW/Smart Mobility Landscape and Architects - transportation consultant; and Athos Rassias, Board of Selectmen liaison. Dartmouth College committee members Joanna Whitcomb, Scot Drysdale, and Hugh Mellert provide insightful links to the college.

Members: Tim Cox, David Dostal, Scot Drysdale, Michael Evans, Barbara McIlroy, Hugh Mellert, Athos Rassias, Joanna Whitcomb (Secretary), Erica Wygonik, Bill Young (Chair)

### **Resources available on Town Website:**

- Pedestrian and Bicycle Master Plan 2012
- Safe Routes to School Travel Plan 2013
- Pedestrian Walkways Policy 2014

**Overview:** The HBPC collaborates with the DPW to get the most bangs for your buck on highway, bike and pedestrian projects. We opportunistically add bicycle and pedestrian friendly features to scheduled roadway improvements. The bike friendly storm drains, sidewalks and bike lanes on Park Street, numerous improved pedestrian crossings and the Multi Use Path (MUP) coming soon on Lyme Road are examples. A \$5 automobile Transportation fee originally proposed by the HBPC generates about \$34,000 per year and is utilized for numerous transportation projects.

The HBPC is seeking new members and neighborhood representatives. Please consider being a constructive squeaky wheel. Join us and move a project forward for your neighborhood.

## **2014-15 Projects Summary**

***Bike Friendly Community-*** League of American Cyclists- “Honorable Mention.”

### ***Safe Routes to School (March 2013)***

In 2015 a Mixed Use Path (MUP) will be constructed along Lyme Road/#120 on the west or riverside from the Reservoir Road Traffic circle to near the North Park Street-Lyme Road traffic light. The “complete street” design will include a tree barrier with grass between the MUP and traffic lanes and a bicycle lane headed north.



Ray School traffic changes in 2015-16 will separate walkers and bicyclists from buses and cars. A MUP will wrap around most of the school. The Reservoir-Hemlock Road intersection will be improved when the Ray School site work is completed.

### ***Valley Road Advisory Lane Pilot Project***

Advisory Lanes were painted on Valley Road in September 2014. Hanover was one of the first towns in the nation to introduce this. Used extensively in Europe, the street cross-section includes 2 dashed lines in about 5 feet from the edges and a single travel lane down the middle. Intended for use on narrow two-way streets with low vehicular volume as a way to calm traffic, Advisory Lanes improve the walking and biking experience and make it safer. Data is still being collected and the national experience monitored before Advisory Lanes are considered in other Hanover neighborhoods. The Bike and Pedestrian Master Plans lists Rip Road and Hovey Lane as possible new sites.



*Advisory Lanes*



*Advisory Road Sign*

Before and after traffic studies on Valley Road showed similar 12 hour vehicle, foot and bike traffic numbers (about 550, 125, 50.) After the lines, more vehicles were in the middle, all figured out how to safely pass each other and pedestrians, and walkers used the white dashed “side-walk-like” lanes. About  $\frac{3}{4}$  of the neighbors who responded to the survey were positive and  $\frac{1}{4}$  were negative. Positive: “Love it. Drivers are more alert and sentient.” Negative: “It is less safe”. “Drivers are in the center, which makes it more dangerous at night”. Speed data was collected before the lines and will be checked again in the spring of 2015. The HBPC, DPW, and Police will continue monitoring the pilot project.

### ***Walk Your Bike on Main Street Sidewalks***

Complaints from citizens came to the HBPC and town manager regarding cyclists riding on sidewalks in the shopping district. “Walk Your Bike” signs have been purchased and will be placed this spring. Education and encouragement in town and on campus will accompany the signs. Citizens, please compliment individuals walking their bikes and politely correct those who are not.

The HBPC, Hanover DPW, Hanover Police and Dartmouth Security are collaborating. It is illegal in NH for adults to ride on the sidewalk. The solution on campus and in Hanover is complex.

### ***West Wheelock Gateway Working Group***

Two HBPC members serve on the working group for the Gateway project. We support this proposal that will make biking and walking more pleasant and safer on West Wheelock Street, a location where many bike and pedestrian accidents have happened. Our role during the zoning discussion was to introduce covered bike parking and to encourage buildings that are sited to cause fewer curb cuts and safer conditions for bicycles and pedestrians.

### ***Rectangular Rapid Flashing Beacons (RRFB)***

Pedestrian crosswalks that are not at corners present challenges. The HBPC and DPW are working together on numerous options including RRFBs, traffic tables, and lighted cross walks. Two new RRFBs have been purchased. National data indicates that 18% of vehicles STOP at a passive pedestrian crossing and 80% at an RRFB. The HBPC has recommended the new flashing lights be used to improve the following crosswalks: South Main Street at Currier Street and Lebanon Street at Carter/Brockway Streets.

### ***Sidewalks***

Several neighborhood representatives have requested new sidewalks: Verona Street, Lebanon Street from Storrs to Greensboro and Greensboro to Buck Road. Building new sidewalks is only part of the problem; DPW does not have the equipment or workers to maintain new sidewalks. The “Pedestrian Walkways Policy” outlines many good projects but these are mostly on hold for this reason.

A grant application to the NH Department of Transportation for sidewalks and a Mixed Use Path from Storrs Road to Greensboro Road was not funded 1/2015.

### ***Night Time Visibility Safety Event***

Walkers, joggers and bicyclists can be tough to see at night. The HBPC and Dartmouth College will lead a nighttime bike and pedestrian safety program starting this spring. A ride/walk/jog kick-off event is planned for Friday May 15 of Dartmouth's Green Key Weekend at the end of Bike/Walk to Work Week. Fun, educational and illuminating activities are planned to capture the attention of Dartmouth students and community members. Bright ideas, walkers, runners and riders are welcome.

### **Communication with Committee and Community:**

Facebook- <https://www.facebook.com/HanoverBicycleAndPedestrianCommittee>

Email: [hanovernhbikeped@gmail.com](mailto:hanovernhbikeped@gmail.com) or [William.W.Young@dartmouth.edu](mailto:William.W.Young@dartmouth.edu)

Phone 643 2224

## **BUILDING CODE ADVISORY COMMITTEE**

The Building Code Advisory Committee advises the Building Inspector and local Fire Inspector on matters pertaining to building construction, safety, codes, and technological changes. The Committee also acts in the capacity of a building and fire codes appeals committee. Their combined expertise in construction is a valuable asset to the Zoning Board of Adjustment (ZBA) in matters of appeals.

674:34 Powers of Building Code Board of Appeals. – The building code board of appeals shall hear and decide appeals of orders, decisions, or determinations made by the building official or fire official relative to the application and interpretation of the state building code or state fire code as defined in RSA 155-A:1. An application for appeal shall be based on a claim that the true intent of the code or the rules adopted thereunder have been incorrectly interpreted, the provisions of the code do not fully apply, or an equally good or better form of construction is proposed. The board shall have no authority to waive requirements of the state building code or the state fire code.

There were no appeals filed in fiscal year 2014.

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**

Being able to enjoy Hanover's public open spaces and trails is one of the most appreciated features of life in Hanover. 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 being close to 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. Hanover's natural resources also include Town Forests and other conserved lands, and trails. Protecting open space, scenic views, and wildlife habitat are all important to the Commission's goals. 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 2014 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.

## **Volunteer Assistance**

**Trails Committee:** For their tireless work keeping our trails safe and open to the public, we thank Trails Committee members Ron Bailey, Tom Linell, Doug McIlroy (chairman), Bill Mlacak, Tedd Osgood, Peter Shumway, Mary Sloat and John Trummel; volunteers organized by Kevin O'Leary on behalf of the Upper Valley Mountain Bike Association; HHS student Emily Oseide, and John Taylor (Upper Valley Trails Alliance), who multiplied the effect of his contract for work on town trails by recruiting volunteers from Hypertherm, Tuck School, King Arthur Flour and the UVTA Outdoor Odyssey program for high school students.

Activities over and above the regular load of trail clearing, downed-tree removal and blazing included the following. The UV MBA completed a bike trail and built a bridge at the Town Forest; Outdoor Odyssey built bog bridges for the Highway 38 trail and rerouted a short stretch. Committee members built steps at the Rinker Tract trailhead. Tom Linell with handsaw and axe put in dozens of hours on the Ridge Trail. The committee advised the Commission in the matter of relocating a right of way at Elm Road. Discussions with landowners about potential trails on certain private properties are ongoing

**Open Space Committee:** Thanks also to Open Space Committee members, Judith Reeve, Anne Morris, Michael mayor, Ed Chamberlain and especially Jim Kennedy. Jim prepared a draft management plan for Hayes Farm Park in Etna Village and led discussions of the plans with a new management committee for the property. Jim also developed plans to make Wilson's landing a more efficient and friendly park-like place, and coordinated his plans with the NH DES office, Hanover Public Works and neighbors of Wilson's Landing.

**Biodiversity Committee:** This was another busy year for the Biodiversity Committee and its volunteers. Thanks to Pete Helm (UFLT), Helene Hickey, Elizabeth Tobiasson, Adair Mulligan (Hanover Conservancy), Gail McPeck, Barbara McIlroy, Michael Lunter and Nina Banwell. Thanks also to Larry Litten, Glenn Johnson, Willie Black, Steve and Linda Fowler, Len and Mary Ann Cadwallader, Bill Young, Joyce Noll, Bob Oden, Kay Shumway, Sharry Baker, Elizabeth Cornell, Kari Asmus, Carolyn Cravero, Karen Geiling, Betsy McGean, Doug McIlroy, Cam Rankin, Judy Reeve and Grafton County Forester Dave Falkenham. Karen Bennet (UNH forester) and Dan Nelson moderated the September sessions on deer management and forest health. The Commission also wants to show its appreciation to volunteers from other towns: Jon Bouton, Don Lacey, Michael Lunter, and Karen Douville. Thanks also to the Hanover Garden Club and the Hanover Conservancy for their financial support, to many individuals who took a leadership role for the garlic mustard campaign in their neighborhoods and to Ellen Snyder (UNH extension) our contact with the Stewardship Network.

***Thanks also to our partners in projects:*** To the Hanover Garden Club and the Hanover Conservancy for financial support, to many individuals who took a leadership role for the garlic mustard campaign in their neighborhoods and to Ellen Snyder (UNH extension) our contact with the Stewardship Network.

## ***Conservation Commission Activities in 2014:***

### **Regulatory**

- Twelve site visits to locations requiring wetlands permitting.
- Reviewed and commented on nine wetlands applications to the ZBA and NH DES
- Reviewed plans for new telecommunications tower on Moose Mountain

### **Land conservation**

- Worked with a landowner to amend and update a conservation easement
- Reviewed proposals for changes in three conservation easement areas
- Monitored 23 conservation easements

### **Land and trail management**

- Maintained Town trail system
- Designed and worked with DPW to improve three trail head areas at Mink Brook and South Esker
- Held management planning meetings for Wilson's Landing and Hayes Farm Park
- Developed a draft management plan for Hayes Farm Park
- Reviewed trail proposal in exchange for Class VI road

- Continue work on improving the Moose Mtn. Ridge Trail, Old Highway 38 and trails at the Goodwin Town Forest
- Amended Vegetation Management on Town Conservation Lands Policy
- Hired professional and organized volunteer work groups to clear invasives at Hayes Farm Park
- Supported management of deer herd at Balch Hill

#### **Education/outreach**

- Organized and held workshops on deer herd management and Black bear behavior
- Organized neighborhood and website for Garlic Mustard control initiative
- Continued collaboration with and support of 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, and the New Hampshire Association of Conservation Commissions.

***Through its Open Space Committee, the Commission:*** supported the clearing of the slope on conservation land below Pleasant Street, reviewed work and hired a contractor to remove invasive plants at Hayes Farm Park, worked with landowners to clarify easements held by the Town, and worked on stewardship plans for the management of Town-owned properties. The Open Space Committee also has a representative on the Hanover Conservancy's Balch Hill Management Committee. Important work of this committee was to clear long distance views, remove invasive plants, maintain trails and plan a hunt to reduce deer browse.

#### ***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:*** has worked with many volunteers on invasive plant control, organized several public meetings and developed educational materials.

**Garlic Mustard:** Since this invasive plant is now established in many neighborhoods, educational efforts have expanded. For the fourth year, neighborhood control efforts have continued. In several locations, the plant is much reduced. We have helped to keep the plant from invading protected woodlands areas. In many neighborhoods, leaders have emerged to help coordinate efforts. A few new garlic mustard patches have been located and landowners have been informed. Once landowners realize what the problem is, many of them take charge of dealing with the garlic mustard populations on their own land. We have worked with the Hanover Department of Public Works, to coordinate removal of garlic before the DPW mows the roadsides.



Garlic Mustard and Trail Users:

This year we tried something new, on two heavily used trails – Girl Brook and Mink Brook West. We had stations where trail users were encouraged to take a few minutes to pull the plant and place them in large plastic bags. We thus educated and engaged these folks. This experiment will be continued. A similar approach was coordinated for the Lebanon Rail Trail.



**Plants installed at Hayes Farm Park:**

With advice from Jim Kennedy, we moved and installed ten shrubs from our holding beds at the Hanover Waste Water Treatment plant.

**Education and Outreach Efforts**

We organized two public meetings, one workshop on Deer Management and Forest Health, described below, and a *Garlic Mustard Muster* held in April. This panel discussion was attended by more than 50 people from 14 towns. Small groups focused on ways to push back on the spread of garlic mustard with focus on trails, overall control strategies, neighborhood-specific strategies, and the use of technology and a national database for reporting locations of colonies of the plant.

Handout for garlic mustard: A new handout was created, in form of a bookmark, with color photos and information about the plant. These have been distributed in Hanover and several other towns in the Upper Valley.



**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!

On-going removal of invasive plants at Hanover High School: We assisted with this project as an Earth Day event, and lent tools to help with it. This was the third year of effort. Burning Bush is a common escapee at the school. We wonder about the source of these seeds.

Displays of garlic mustard: Displays of living garlic mustard plants, maps of known colonies, handouts, report forms and posters were installed in the Howe Library, public schools, Town Hall and Black Center.

Organized visit to private woodland: We worked with the Hanover Garden Club to arrange a visit to small woodland where owners had removed all invasive plants about ten years ago. Without any help except for removing seedling invasive plants, many native plants have returned and thrived.

Coordinated with the New England Stewardship Network: The network is sponsored by UNH. We used the network's website to announce the two public meetings, and shared educational materials about garlic mustard, so that any interested party can now download the garlic mustard life-cycle poster and the new garlic mustard bookmark/handouts. Several of our events were turned into 'Stories From the Field' in the Network's webpages.

Website on deer: The Biodiversity webpages on Deer Ticks and Lyme Disease have been updated, and a new set of webpages about Deer Management and Forest Health has appeared. The new webpages are a result of the September meeting of the same title, the increase in Lyme Disease, and concern for forest regeneration.

## **Outreach Efforts**

**Forest Health and Deer Management** Organized by the Biodiversity Committee, the Commission hosted two sessions, one for natural resource professionals and the second for landowners, featuring federal, county and state officials and resource manager, to highlight the interaction between forest health and deer management and to find ways Hanover can promote biodiversity by managing deer. Over 150 people from 23 towns in the Upper Valley attended. The panels included experts from New Hampshire, Vermont and New York. An important takeaway is: Our measure of success is the health and biodiversity of the vegetation, not the number of deer taken.

*“The Social Black Bear: What Bears Have Taught Me About Being Human”* The Commission invited Ben Kilham to tell us what he has learned about our neighbor, the Black Bear. Black bears, thought to be solitary, have a different type of social behavior that possibly parallels early human behavior. They show evidence of reciprocal altruism, food sharing, and early group formation of unrelated individuals. Bears can live for as many as forty years, which allows them long-term benefits from forming relationships with fellow cooperators.

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

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 2014, 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 site plan projects, the Planning Board has concentrated on listening to residents at neighborhood planning parties, worked on re-organizing the zoning ordinance, and developed a zoning amendment for West Wheelock Street.

A 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. Beginning 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, Lyme Road, between East Wheelock and Park Street, 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 focused on clarifying definitions and addressing inconsistencies in the Ordinance and culminated in a re-organized draft zoning ordinance. The Planning Board is reviewing the clarifications, new definitions and re-organization. A few of the inconsistencies have been brought forward for consideration at Town Meeting 2015. Look forward to the re-organized ordinance and subsequent zoning amendments for Town Meeting 2016.

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. A diligent committee, the West Wheelock Working Group, has met since July 2014 to develop a zoning amendment for consideration at Town Meeting 2015. Complementary site and building design standards for the proposed West Wheelock Gateway District are being developed for amendment to the Site Plan Review Regulations in 2015.

Another workshop, *Thinking Differently about Planning for the Future*, was offered in conjunction with the Plan NH charrette in November 2013. This workshop was well attended and thought-provoking.

During its 19 meetings in 2014, the Planning Board's work included:

- Reviewing and approving site plans for: Hypertherm's creation of a logistics center at a former moving company building on Great Hollow Road; Dartmouth College's West Stand bleacher replacement on Crosby Street; Hanover School District's expansion and renovations at the Ray School; Hanover Consumer Cooperative Society's expansion and renovation on Park Street; the Shumway's wireless communications facility and associated structures off Three Mile Road; Town of Hanover's mobility hub in front of the Hopkins Center and Hanover Inn; Dartmouth College's Hanover Inn Porte- Cochere renovations and outdoor seating; new scoreboard at Memorial Field; and exterior lighting at Spaulding Auditorium.
- Reviewing and approving the creation of new lots on Etna Road and Maple Street.
- Reviewing and approving modifications to the Moose Mountain cellular on wheels site plan; to Gile Community's mix of condominium vs. rental units; and to extend the approval for the Gile Community project.
- Site visits to Moose Mountain to review the site for proposed a wireless communications facility and associated structures and to Memorial Field to review proposed improvements at the south end.
- Reviewing and approving five lot line adjustments or voluntary mergers.
- Discussing the residential zoning project and three neighborhood planning parties.
- Preparing zoning amendments that were considered and adopted at the Annual Town Meeting in May 2014 and holding hearings on these amendments.

Smaller projects are now reviewed by the Minor Project Review Committee (MPRC), comprising Town employees. The following minor projects were reviewed and approved by the Minor Projects Committee: Dartmouth College's wooden trash container on South Park Street; Kendal at Hanover's storm drainage and manhole improvements at Scattergood and Firbank Fell; Town of Hanover's storage shed at the Public Works facility on Route 120; and Hypertherm's new overhead door, driveway, berm, retaining wall and mechanicals at 21 Great Hollow Road;

The current members of the Planning Board, as of December 31, 2014, are Judith Esmay, Chair, Iain Sim, Michael Mayor, Kate Connolly, and Joan Garipay. Our alternate members are Jonathan Criswell, Kelly Dent, and Brian Edwards. 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 alternate member of the Zoning Board of Adjustment and 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](http://HanoverNH.org). Copies may also be purchased at the Planning and Zoning Office.

**FY2014 Planning Board Performance Indicators (07/2013 – 06/2014)**

Site Plan Review – Major Projects	10
Planned Residential Developments and Continuing Care Retirement Communities	-
Major Subdivisions	-
Minor Subdivisions	2
Modifications	6
Lot Line Adjustments/Voluntary Mergers	5
Prelim Plans, Revocations, Scenic Rds, etc	8
Projects of Regional Impact	6
Site Plan Review – Minor Projects	5
Field Changes	11
<b>Total Fees Collected</b>	<b>\$19,592.24</b>
<b>Other Business</b>	
Master Planning	-
Pasture Road	-
Residential Zoning Project	15
Zoning Amendments	5
<b>Meetings</b>	<b>19</b>
<b>Site Visits</b>	<b>1</b>
<b>Minor Project Review Committee meetings</b>	<b>5</b>

\* Does not include Field Changes and Prelim, Revocations, Scenic Rds, etc.

**SUSTAINABLE HANOVER COMMITTEE**

In 2014 the Sustainable Hanover Committee continued to engage in initiatives whereby it could make the most impact relative to the day-to-day activities of the town of Hanover's community at large by centering around the 5 main focus areas listed below:

**1. Green Power Study Group Effort**

In 2013, Sustainable Hanover established a multi-year project to increase the use of clean renewable electricity, recognizing electricity produced from traditional sources is a major (some say the biggest) source of greenhouse gas emissions for towns and cities. During the winter and spring of 2014, the Committee invited Hanover's leading business and nonprofit organizations to partner with the Town in converting at least 10 percent of each entity's electric usage to "green power". Green power is electricity which is generated from environmentally preferable renewable resources, such as wind, solar, geothermal, certain biogas, biomass and low-impact hydro.



By June 2014, the Coop Food Stores, Dartmouth College, Dartmouth Printing, Hypertherm (Hanover's first Green Power Partner), Kendal at Hanover, and the Town of Hanover had met the challenge - some far exceeding it at 100 percent green - collectively representing 23 million kilowatt hours (kWh) annually or 17 percent of our total community power use. According to the United States Environmental Protection Agency (EPA), this level of green power is the equivalent of avoiding the carbon dioxide emissions of more than 3,000 cars per year. *The EPA named Hanover as New Hampshire's first Green Power Community* and awarded the town four Green Power Community signs which are now posted along the main thoroughfares entering into town.

**2. Solarize Upper Valley Program** - To further our Green Power Community efforts, the idea of participating in Round Two of Vital Communities Solarize Program was presented at February's meeting and it was decided to get in the running to become a program member. The town submitted its application in July and was met with approval soon after. Upon being formally entered into the program, a Solarize Volunteer sub-committee was formed. An extensive interview process conducted in conjunction with other town program members followed to select an installer who would oversee all of the solar installations. Energy Emporium of Enfield was selected and subsequently introduced at the October 23rd launch event at Hanover High School.

Volunteers also conducted significant outreach leading up to the October launch event so as to get as many interested residents to attend as possible. Then it became our job to get those who did attend, and many more, to sign up for solar site visits before the cold of winter came. Knowing that the program's deadline to sign a contract was Jan 31, 2015, considerable effort was put into more outreach and promotion, and by the end of the year there were over 250 signups for site visits carrying in to the last month of the campaign.

### **3. Waste Reduction/Recycling**

The 4 members of this committee (Joyce Noll, Carolyn Frye, Teresa Odin and Susan Edwards) have worked throughout the year to keep the community educated about 'what can be recycled'. With the help of several volunteers and Longacres Nursery in Lebanon they have collected all types of plastic plant pots and trays from all over the Upper Valley. Four summer Saturdays found them stacking thousands of pots onto pallets, keeping them out of the waste stream, destined for recycling elsewhere. Several local landscapers and garden clubs took the opportunity to pick out pots for their own use.

In late August the Town/College Community Yard Sale took place at the Dewey Field Parking Lot at Dartmouth College. All spots were filled within days of availability and the event was an enormous success. Thousands of items were 'recycled for re-use' within our community, which is a win-win for all. This year's Yard Sale raised \$1,725, and a \$50 donation from the Friends of Football was also received.

Throughout the year the recycling subcommittee continued to look for the best opportunities for recycling fabrics/textiles. Listen and other local agencies rely on the drop-off of usable clothing, etc., so finding where to direct the less desirables is our appointed task. Updated listings will appear on the town website in 2015.

Thanks to all the committee members and other volunteers without whom we would be unable to cover all the bases.

**4. Master Plan Study Group** - convened in early March and during the summer and fall of 2014, a subcommittee of Sustainable Hanover met to review Hanover's current master plan and discuss ways in which Sustainability and Resiliency could be woven into the next update of the plan.

At the end of 2014, the subcommittee met with the Planning Board to discuss their assessment of the current master plan and to let the Planning Board know that Sustainable Hanover is ready to assist in the updating of the master plan. At the conclusion of the meeting, the Planning Board indicated that they very much welcomed the offer of participation and assistance, and that they proposed to begin the process of updating the master plan following Town Meeting in May of 2015.

### **5. The Garden Club's Greenhouse Relocation Project**

On behalf of Hanover Garden Club, Larry Litten presented an idea early in the year for SHC to rally around "re-locating" the greenhouse at the town wastewater treatment plant to another to be determined site. This led to a discussion of ideas of a potential new location (i.e., Hanover High School and the town's water treatment plant off Grasse Road) and programs that could be built around new greenhouse location. Funds for the greenhouse

would have raised and the structure would have to be constructed new and but by the end of the year, it was decided that Hanover High School would host the greenhouse and begin developing programs and curricula around greenhouse operations.

Respectfully submitted,  
*David McManus, Chair*

Committee Members: Amanda Charland, Chris Kennedy, Chris Soderquist, David McManus (Chair), Jenna Musco, Julia Griffin (Hanover Town Manager), Larry Litten (Secretary Jun-Dec) Lyn Miller (Secretary Jan-May), Marjorie Rogalski, Mary Ann Cadwallader, 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

### **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: Carolyn Radisch, Chair; Phil Harrison, Vice Chair; Steve Marion, Clerk; H. Bernard Waugh and Gert Assmus. Alternate members are: Ruth Lappin, Arthur Gardiner, Kate Connolly and David Donegan. There is currently one vacancy.

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/ZoningOrdinance2014.pdf](http://hanovernh.virtualtownhall.net/Pages/HanoverNH_BComm/zba/ZoningOrdinance2014.pdf)

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

#### **FY 2014 ZBA ACTIVITY (07/2013 - 06/2014)**

Appeals of an Administrative Decision	4
Building Code Appeals	-
Equitable Waiver	1
Rehearing requests	7
Rehearing's	-
RSA 674:41	-
Special Exceptions	17
Special Exception - Wetlands	7
Variances	9
Other	-
<b>Total Fees Collected</b>	<b>\$13,011.85</b>
<b>Public Hearings / Deliberations</b>	<b>11 / 11</b>
<b>Site Visits</b>	<b>1</b>

## OTHER REPORTS

### COMMUNITY ACCESS TELEVISION (CATV)

CATV is your local community public access station which serves Hanover and Lebanon, NH along with the towns of Hartford, Hartland and Norwich, Vermont. This is our 22nd year in operation in which we broadcast local government meetings, public events and educational programming to the Upper Valley.

Last year CATV aired over 79 hours of the Hanover Select Board meetings, 55 hours of the Hanover School Board meetings, and 80 hours of the Dresden School Board meetings. CATV also provided 8 weeks of video camp which included many Hanover students. CATV offered our annual 48 Hour Film Slam, along with our Halloween-O-Thon that also involved many Hanover adults and students. CATV also would like to thank the many citizens, organizations, schools and non-profits that help our station get their message across to the public.

Hanover residents with ideas for programming or would like to put programming on CATV should email us at [info@catv8.org](mailto:info@catv8.org) or call 802-295-6688.

### CONNECTICUT RIVER JOINT COMMISSIONS



Connecticut River Joint Commissions (CRJC) mission is to preserve the visual and ecological integrity and sustainable working landscape of the Connecticut River Valley, and to guide its growth and development through grassroots leadership. Five local river subcommittees carry out this work with a corps of over 100 volunteers.

#### ***Education and Engagement***

The Connecticut River Joint Commissions have continued to educate and engage citizens about the River and the economic and environmental health of the entire region in Vermont and New Hampshire.

During Fiscal Year 2014 the CRJC meetings offered a series of educational presentations:

- Nature Conservancy River Scientist Katie Kennedy spoke on a river flow model for the Connecticut River watershed.
- US Forest Service Biologist Nancy Ketcham talked about the post-Hurricane Irene river recovery efforts on the White River.
- Commissioner Cleve Kapala provided a report on the status of the FERC relicensing activity and the effects that the closure of Vermont Yankee would have on the process.
- Carol Foss, NH Audubon Society led a discussion about the tar sands oil issue and potential environmental impacts for Northern New England.
- Connecticut River Watershed Council River Steward Ron Rhodes spoke about Clean Water Future's crowd funding to remove invasive species, stabilize a trail and trout stream, and support Paddle with a Purpose aquatic invasives mitigation project.
- Emily Bird of the New England Interstate Water Pollution Control Commission provided a presentation about the Long Island Sound Total Maximum Daily Load pollution reduction initiative that requires the cooperation of municipalities and citizens along the entire Connecticut River Watershed to accomplish.



Visit our website to view a comprehensive annual report at <http://www.crjc.org> or call 603-727-9484.

*Richard Walling, President (NH); Tara Bamford, Vice President (VT);  
Mary Sloat, Treasurer (NH); Thomas Kennedy, Secretary (VT).*

# STATE OF NEW HAMPSHIRE

## Executive Council

**JOSEPH D. KENNEY**  
EXECUTIVE COUNCILOR  
DISTRICT ONE



STATE HOUSE ROOM 207  
107 NORTH MAIN STREET  
CONCORD, NH 03301  
(603) 271-3632

January 2015

As I start my 2nd year of service to you and the State of New Hampshire in Council District 1, I am reminded of the wonderful 35 years of service that the previous Councilor Raymond S. Burton gave to the people of New Hampshire. He will be deeply missed but not forgotten.

Governor Maggie Hassan has just been re-elected and I will work with her and the NH Legislature to solve problems, large or small, for the people of New Hampshire. Economic development is my top priority for the Northern most Council District and I will work with community and business leaders to assist in the creation of jobs and economic opportunity. County and regional economic development councils coupled with community action agencies will be putting forth new initiatives to carry out this work and I look forward to working with them.

The NH Congressional Delegation - Senator Jeanne Shaheen, Senator Kelly Ayotte, Congresswoman Annie Kuster and Congressman Frank Guinta in joining with other New England states and Canadian officials can cause new resources and partnerships to be created to support job growth.

2015 will start another year of the 10-year NH Highway Transportation Planning process working through the Regional Planning Commissions. National Infrastructure Investments (as known as TIGER Discretionary Grants), provide a unique opportunity to invest in road, rail, transit and port projects. The Transportation Alternative Program (TAP) grants replace the Transportation Enhancement (TE) for Recreational Trails, and Safe Routes to School. Contact William Watson at NH DOT for details at 271-3344 or [bwatson@dot.state.nh.us](mailto:bwatson@dot.state.nh.us).

The 2015 session of the NH House and Senate will be a trying time with proposed cutbacks yet still providing and meeting constitutional and statutory needs. Be watchful of proposed legislation passing costs on to the county and local levels of government. Stay close to your local state senator and house members.

The Governor and Council are always looking for volunteers to serve on the dozens of boards and commissions. If you are interested please send your resume to Governor Maggie Hassan, State House, 107 North Main Street, Concord, NH 03301 attention Jennifer Kuzma Director of Appointments/Liaison or at (603) 271-2121. A complete list is available at the NH Secretary of State website at [www.sos.nh.gov/redbook/index.htm](http://www.sos.nh.gov/redbook/index.htm).

My office has available informational items: NH Constitutions, tourist maps, consumer handbooks, etc. I periodically send, via email, a list of my schedule for the week. Send me your email address to be added to the list if you would like at [Joseph.Kenney@nh.gov](mailto:Joseph.Kenney@nh.gov).

Contact my office any time I can be of assistance to you.

Joe

## MASCOMA VALLEY HEALTH INITIATIVE (MVHI)



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.

In 2014, appropriations from Hanover and nine other towns in the Upper Valley Region supported 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. Over the course of the year, members developed the Upper Valley Agenda for Public Health, a set of regional priorities upon which to build collective action. We have launched an effort to provide evidence-based mental health training to school personnel and others working with youth; at the behest of several town managers, we are exploring how to build crisis intervention capacity to assist towns; and we are using multiple communication tools to bring non-traditional partners together.

Also in 2014, MVHI contributed to regional efforts to increase the number of residents receiving flu vaccines. We disseminated information about free flu vaccines to the public. We hosted four flu vaccine clinics in the region that provided 1,225 free flu vaccines to residents aged 10 and older. These clinics were held in Orford, Plainfield, and Enfield.

MVHI greatly appreciates the support we receive from Hanover and will continue to work hard to meet your needs in 2015.

## UPPER VALLEY RIVER SUBCOMMITTEE

(A LOCAL SUBCOMMITTEE OF THE CONNECTICUT RIVER JOINT COMMISSIONS)



The Upper Valley Subcommittee of the Connecticut River Joint Commissions consists of appointed volunteers from the Vermont towns of Hartford, Norwich, Thetford, Fairlee, and Bradford, and the New Hampshire towns of Lebanon, Hanover, Lyme, Orford, and Piermont. We meet every two months in Thetford to discuss and act on a variety of river-related issues. A sampling of recent work the Subcommittee completed in the past year follows:

- ❖ Reviewed and commented on a wide range of regulatory applications, including river shoreline stabilization, stormwater management, tributary bridge and interceptor sewer repairs, and private waterfront structures.
- ❖ Participated in the Wilder Dam federal re-licensing process, commenting at public meetings.
- ❖ Assisted with the Town of Lyme's riverbank stabilization efforts by coordinating meetings and site visits between the Town and NHDES.
- ❖ Issued the 2013 Update of the Connecticut River Recreation Management Plan (a publication that reports on existing and future recreation opportunities) for the Upper Valley Region.
- ❖ Assisted Jonathan Loos, a graduate student at Plymouth State University, in his study of flooding impacts along rivers, as well as provided guidance to Jamie Sydoriak, another PSU student, in her study of grassland birds in the valley.

If you have an interest in learning more about the Subcommittee or participating as a member, please contact Pat Crocker at [pat.crocker@crjc.org](mailto:pat.crocker@crjc.org) or by calling (603) 448-1680.



## UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) has been providing professional planning assistance to municipal boards since 1963, when it was formed as the Upper Valley Development Council. The Commission is one of nine regional planning commissions in New Hampshire created to coordinate inter-municipal planning, act as a liaison between local and state/federal agencies, and to provide advisory technical assistance on land use and development issues. The Commission serves 27 communities in Grafton, Sullivan, and Merrimack County.

In 2014, the Commission was engaged in more than 30 local, regional and statewide planning projects. The year was highlighted by the completion of the draft UVLSRPC Regional Plan (available online at [regionalplan.uvlsrpc.org](http://regionalplan.uvlsrpc.org)). The vision, goals, and strategies presented in the plan are the result of the largest public outreach process ever undertaken by the UVLSRPC. Public input included guidance from the UVLSRPC Regional Plan Advisory Committee, analysis of the 27 municipal master plans from the region's communities, participation at special events around the region, meetings with municipal leaders, an online forum specific to the UVLSRPC region, and a telephone survey of residents of the region. While the UVLSRPC Regional Plan is advisory in nature, purpose, and effect, the plan is intended to strengthen the decision-making capacity of local governments by providing information and guidance that can support municipal master plans and policies.

The Commission also adopted the UVLSRPC Regional Broadband Plan in 2014. Broadband access remains a substantial challenge for both rural communities and businesses in our region. The Broadband Plan details the availability of (and gaps in) broadband services throughout our region, and identifies a series of strategies to achieve 20 Mbps Download/10 Mbps Upload speeds in all areas of our region by 2020. The Regional Broadband Plan is available online at [www.uvlsrpc.org](http://www.uvlsrpc.org).

Christine Frost, who had served as Executive Director of the UVLSRPC since 2007, departed to become the Executive Director of the North Country Council. Rachel Ruppel, the Commission's GIS Coordinator since 2007, relocated to Bend, Oregon with her family. Similarly, Yutian Zhang, the Commission's Finance Manager since 2009, relocated to New Jersey with his family. We thank Christine, Rachel, and Yutian for all of their contributions to the Commission and wish them the best of luck in their new endeavors! Nathan Miller, the Commission's Planning Director, was promoted to Executive Director in March 2014. The Commission also welcomed Gregori Somoff as Finance Manager, Amber Boland as GIS Coordinator, and Meghan Butts as Assistant Planner.

Please feel free to contact me at (603) 448-1680 or e-mail me at [nmiller@uvlsrpc.org](mailto:nmiller@uvlsrpc.org) to share your thoughts.

Sincerely,

**Nathan Miller, AICP**  
Executive Director



# HAZARDOUS WASTE & MEDICINE COLLECTION

**Time:**  
**9:00 a.m. – noon**

## Dates & Locations:

**Saturday, May 16, 2015**

Lebanon Solid Waste Facility,  
370 Plainfield Road  
(Rt 12A south of Home Depot)

**Saturday, June 20, 2015**

Sunapee Highway Garage  
621 Route 11

**Saturday, August 15, 2015**

Claremont Public Works Garage  
8 Grandview Street  
(off North St)

**Saturday, Sept 19, 2015**

Lebanon Solid Waste Facility,  
370 Plainfield Road  
(Rt 12A south of Home Depot)

## Anyone with 25+ Gallons or Any Non-Residential Hazardous Waste:

Please call Victoria Davis at (603) 448-1680 to pre-register to avoid holding up the line—this includes households with 25+ gallons of waste. Non-residential customers must pay and obtain a manifest from our hauler.

**FREE** household hazardous waste collections for residents of participating towns —flip this over for list. Other residents welcome, but are charged \$50 for 10 gallons.

## 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:

- Medicines (flip page)
- Pesticides & herbicides
- Flea powder
- Antifreeze
- Dirty gasoline
- Kerosene
- Adhesives
- Driveway sealer
- Mercury-containing items such as thermostats and thermometers (mercury is silver, alcohol is red )
- Household cleaners
- Polishes
- Photo chemicals
- Hobby chemicals
- Pool chemicals
- Oil-based paint (not latex)
- Solvents
- Varnishes
- Stains
- Paint removers
- Button batteries
- Rechargeable batteries
- Ni-cad batteries
- Smoke Detectors
- *And much more...feel free to call with questions*

Flip this over for items **NOT** to bring and what to do with them.



For information, contact  
the Upper Valley Lake Sunapee  
Regional Planning Commission  
at (603) 448-1680 or  
vdavis@uvlsrpc.org

**CHECK OUT OUR WEB SITE... <http://hhw.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. Volunteers always wanted to help with community outreach!

## Participating Towns in 2015

Residents from the following participating towns may attend any of the collections at no charge:

Claremont Cornish Enfield Goshen Hanover Lebanon    Lempster	Lyme New London Newbury Newport Orford Piermont	Plainfield Springfield Sunapee Unity Washington Wilmot
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### Unwanted Medicines

Bring your unwanted prescription and over-the-counter medications (including veterinary medicine) as follows:

- Medicines in their original containers with labels
- Black out personal information only, not medicine name
- 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 or **police drop boxes**, it is better to put unwanted medicine in the trash. Call your police to see if they have a collection box.



See [www.nh.gov/medsafety](http://www.nh.gov/medsafety) for great information.

*Thank you*

*Dartmouth-Hitchcock  
Pharmacy*

*For providing the  
unwanted medicine  
collections.*



### 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. Fire extinguishers should be collected at your town along with propane tanks.
- **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.
- **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





**2014 TOWN MEETING  
TOWN OF HANOVER  
Tuesday, May 13, 2014  
Hanover High School Gymnasium**

The annual Town Meeting of Hanover, New Hampshire convened on May 13, 2014 at 7 a.m. by the Town Moderator, Steven Fowler, at the Hanover High Gymnasium. Moderator Fowler explained that the polls would be open from 7 a.m. to 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:

Two Selectmen, each to serve for a term of three (3) years;

Peter Christie	399
William Geraghty	394

One Library Trustee to serve for a term of three (3) years;

Kim P. Wilson	403
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One Moderator to serve for a term of two (2) years;

Steve Fowler	401
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One Supervisor of the Checklist to serve for a term of six (6) years;

Elaine Hawthorne	402
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One Trustee of Trust Funds to serve for a term of three (3) years.

Paul Gardent	392
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**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.

**FINAL**

**RESULTS: YES 397 NO 41 ARTICLE PASSED**

**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.

**RESULTS: YES 381 NO 50 ARTICLE PASSED**

**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.

**RESULTS: YES 328 NO 120 ARTICLE PASSED**

**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.

## FINAL

- 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.

**RESULTS:            YES     338            NO     108     ARTICLE PASSED**

## BUSINESS MEETING

Moderator Fowler called the meeting to order at 7:00 p.m. and asked Chairman Peter Christie to lead the audience in The Pledge of Allegiance. Moderator Fowler thanked the audience for attending and participating in Town Meeting. Moderator Fowler reviewed the rules of the meeting with the audience.

Moderator Fowler introduced the Board of Selectmen; Chairman Peter Christie, Vice Chairman Athos Rassias, Selectman Nancy Carter, Selectman Bill Geraghty and noted that Selectman Jay Buckey was absent.

Moderator Fowler introduced Town Manager Julia Griffin and asked her to introduce the Town staff present. Ms. Griffin reported that Selectman Buckey was not able to attend the meeting because he was flying back from San Diego and was unable to make it back in time. Ms. Griffin introduced Mike Ryan, Director of Assessing; David Stewart, Human Resources Director; Peter Kulbacki, Director of Public Works; Mary White, Howe Library Director; Barbara Prince, Etna Library Director; Corey Stevens, IT Director; Hank Tenney, Recreation Director; Frank Moran, Interim Police Chief; and Betsy McClain, Finance Director. Ms. Griffin introduced Fire Chief Martin McMillan who arrived later on at the meeting.

Moderator Fowler introduced the State Legislators in attendance: Patricia Higgins, Sharon Nordgren and Bernie Benn. Moderator Fowler announced the results of the voting by ballot.

Moderator Fowler asked Selectman Carter to present Article Six.

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

**Selectman Carter 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;  
Joe Roberto

Three Fence Viewers, each for a term of one (1) year;  
Robert Grabill  
Matt Marshall

Two Surveyors of Wood and Timber, each for a term of one (1) year;  
John Richardson

## FINAL

Ed Chamberlain

Such other Officers as the Town may judge necessary for managing its affairs.

**The Motion was SECONDED from the Floor.**

Bill Bashnagel noted that there were supposed to be three fence viewers but only two nominations. Ms. Griffin noted that they only had two candidates.

**Robert Grabill Nominated Sarah Packman to serve as an additional Fence Viewer. The Motion was SECONDED from the Floor.**

**The Motions 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.

**Selectman Carter MOVED that the reports from the Selectmen, Town Clerk, Treasurer, Collector of Taxes and other Town Officers as printed in the 2013 Town Report be accepted, as well as any Special Resolutions. The Motion was SECONDED from the floor.**

Hank Tenney introduced the Chairman of the Parks and Recreation Board Dean Lacey who would present the Parks & Recreation Volunteer of the Year Award.

Mr. Lacey made the following presentation:

“This year’s Hanover Parks & Recreation Volunteer of the Year can be found all over town participating in a variety of programs and activities. You might find him riding a unicycle and juggling in the 4<sup>th</sup> of July Parade or out dressing Pig and Wolf for another adventure.

Bill Hammond has been a force in the community since he began teaching here 30 years ago. He has always been involved with kids, both in the schools and in the community. Bill taught math, juggling, Russian literature, and drama at Hanover High School. He organized the annual talent show and was an active member of the theater program. He also serves on the Board for the “Winky Bean” theater and arts scholarship. In the community, Bill has served as president of the Lions Club and has been active in the Hanover Improvement Society and Youth In Action. And of course we all remember Bill’s performance as Daniel Webster during the Town’s 250<sup>th</sup> Commemoration Events. Bill also played a key role in the Pig and Wolf street art project. He advised the planning committees and served as the MC for the Pig and Wolf auction which raised money to build the new playground at Thompson.

Bill’s dedication to the community and his positive attitude are the reasons he has been chosen as this year’s Volunteer of the Year.”

**The Motion PASSED and Article Seven was ADOPTED.**

## FINAL

**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.

**Vice Chairman Rassias MOVED that the Town 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. The Motion was SECONDED from the floor.**

**The Motion PASSED and Article Eight was ADOPTED.**

**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.

**Vice Chairman Rassias MOVED that the Town 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. The Motion was SECONDED from the floor.**

Vice Chairman Rassias noted that 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.

David Vincelette stated that he is a 34 year resident. He stated that the conservation money is being set aside to purchase land that the Conservation Committee doesn't want to protect. Last year he asked Ms. Griffin if riparian property owners were notified that their water rights were being violated by asphalt waste. She said she had not notified them and it's been a year and the residents have still not been notified.

Mr. Vincelette stated that he spoke to the Select Board and the Conservation Commission. He stated that nobody on the Conservation Commission knew that asphalt waste was being used. He raised concerns that the group is actively allowing the pollution of water without any follow-up.

## FINAL

Moderator Fowler asked Mr. Vincelette to speak to the Warrant Article. Mr. Vincelette continued to discuss his concerns about the use of asphalt waste and the violation of the law regarding its continued use.

Moderator Fowler advised Mr. Vincelette that he was out of order and that if he wished to speak he would need to direct his comments relative to Article Nine.

**The Motion PASSED and Article Nine was ADOPTED.**

**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.

**Vice Chairman Rassias MOVED that the Town 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. The motion was SECONDED from the floor.**

Vice Chairman Rassias further explained that the appropriation in Article Ten would be used to support local transportation improvement projects.

**The Motion PASSED and Article Ten was ADOPTED.**

**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

**FINAL**

Town Revaluation Capital Reserve Fund	\$1,500
Water Treatment and Distribution Equipment and System Capital Reserve Fund	\$56,300

**Selectman Geraghty MOVED that the Town 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. The Motion was SECONDED from the Floor.**

Selectman Geraghty explained that the money goes into these accounts for anticipated expenses over a 5 to 10 year framework for large ticket items which keeps future budget increases reasonable.

Elsa Garmeyer asked how the Town determines the amount of money to be placed into the capital reserve and asked how much money has been set aside already.

Ms. Griffin stated that they have a very thorough Capital Improvement Program where they map out anticipated expenditures for all forms of equipment over a 10 year period with a built-in inflator. She explained that this allows them to determine future costs and how much they should set aside each year so when the equipment requires replacement they have already saved the money for it.

Betsy McClain reported that if all of the appropriations to the Capital Reserve Fund are accepted, the balance will be \$2,172,314.

Bob Keane asked how they justify a general tax basis for the use of water for those residents who have their own wells and septic systems. Ms. Griffin explained that for capital reserve fund contributions to the water fund and water reclamation funds, the payment to the reserve contribution comes from the revenue generated by the users. She stated that only the people who pay those bills fund those reserves so Etna residents that are not hooked up to water and sewer are not paying for those contributions.

**The Motion PASSED and Article Eleven was ADOPTED.**

**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

**FINAL**

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.

**Selectman Geraghty MOVED that that Town 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 amounts presented. The motion was SECONDED from the floor.**

Ms. Griffin noted one correction; they are replacing truck 70, not trailer 70.

Robert Chambers asked about the contributions toward Water Treatment and questioned whether Dartmouth College actually owns this. Ms. Griffin stated that the Town municipalized the water utility about 5 years ago. The Town and the College jointly own the watershed land but the water utility is owned by the Town.

**The Motion PASSED and Article Twelve was ADOPTED.**

**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.

**Selectman Geraghty MOVED that the Town 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. The motion was SECONDED from the floor.**

Selectman Geraghty stated that for Articles Thirteen, Fourteen and Fifteen, all three bargaining units agreed to extend their current union agreements by one year to allow the police chief and fire chief to



**FINAL**

settle in and discuss longer term issues. Selectman Geraghty thanked the union representatives and members of management for their work toward this effort which benefits both the employees and the Town.

**The Motion PASSED and Article Thirteen was ADOPTED.**

**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.

**Selectman Geraghty MOVED that the Town 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. The motion was SECONDED from the floor.**

**The Motion PASSED and Article Fourteen was ADOPTED.**

**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

## FINAL

proposed agreement over those that would be paid at current staffing levels in accordance with the most recent collective bargaining agreement.

**Selectman Geraghty MOVED that the Town 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.**

**The Motion was SECONDED from the floor.**

Robert Chambers suggested adding additional explanations regarding the percentage amount of the increases. Selectman Geraghty noted that it was included in the green pages of the Town Report and the amount represents a 1% increase.

**The Motion PASSED and Article Fifteen was ADOPTED.**

**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.

**Chairman Christie MOVED that the Town 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. The motion was SECONDED from the floor.**

Chairman Christie made the following budget presentation:

“Perhaps the most important responsibility of the Select Board is to bring to Town Meeting a proposed budget that it believes will deliver the quality and quantity of town services desired by the town without breaking the bank.

For many years the Select Board has utilized a set of informal budget guidelines that has guided our budget decisions. During this past year we set those guidelines into a policy document that was adopted by the Board after several public meetings and discussion with the Hanover Finance Committee.

I would like to briefly go over these with you and discuss the role that the guidelines played in preparing this year’s budget.

The budget guidelines in summary are:

## FINAL

1. Target the tax rate increase to the CPI.
2. Appreciate town staff as professionals and valued partners
3. Before funding new initiatives adequately fund existing services
4. Adequately fund long term obligations
5. Do not use operating reserves to manage the tax rate
6. Have a long term perspective
7. Recognize that carefully selected new initiatives can provide great value to the town and
8. Pass through State Downshifting

These all pretty much sound like mother hood and apple pie until one realizes that it is almost never possible to meet all of the guidelines in any given year and that the final budget represents a compromise and priority setting between competing objectives.

With that as background, this year's budget process pretty much fell into two phases.

At the outset, the Board asked Julia to develop a budget with an increase in the tax rate of just under 1% in conformity with guideline number one.

Julia and her staff did an exceptional job in doing just that, making many tough choices along the way.

Some of the major factors on the revenue side impacting this first phase were:

- An expected increase in the Grand List of \$17 million which generates an additional \$75,000 of tax revenue
- A reduction of interest income of \$15,000
- An increase in rooms and meals tax revenue of \$40,000
- A reduction in Building Permit Fees of \$130,000
- The use of \$120,000 in Undesignated Fund Balance as promised from last year's budget development process

On the expense side:

- An overall 2.5% increase in General Fund salaries and benefits costing \$217,000
- Elimination of a part time position in Administrative Services saving \$23,000
- Elimination of a full time parking clerk saving \$30,000
- A renegotiation of the Towns internet connectivity contract saving \$6,000
- Funding a plan developed by the Hanover Conservation Commission to improve trail access and parking that serves the South Esker Conservation area costing \$5,000

I have only mentioned a few of the many moving parts that go into the budget. Some help, some do not – but all are in play as a budget is developed. The town report goes into much more detail on these and many more items.

## FINAL

With that work done in line with guideline one, phase two kicked in when the Board recognized that the draft budget did not fully fund several ongoing programs (thus violating guideline three) nor did it adequately fund capital reserves (thus violating guideline four). No new significant initiatives were proposed and we had a year off from state downshifting thus guidelines seven and eight did not come into play.

This is when the “art” of budgeting starts. After much debate about what would be an acceptable tax rate increase, the Board decided to increase the General Fund and Fire Fund tax levy by \$185,000 to address important needs. The additional funds were used to:

1. Increase the contribution to capital reserves by \$155,000, half of the incremental amount needed to come to full funding
2. Provide additional funding for paving by \$11,500 which allows us to take step two in a three year process to get us to full funding of that program
3. Fully fund Hanover’s existing sustainability program by adding back \$16,500. This will allow several energy saving projects to be completed, all with short term pay back periods.
4. Include funding for the Mascoma Valley Health Initiative in conformity with a floor vote at last year’s town meeting at a cost of \$2,500.

Since the largest portion of the additional money is going towards capital reserves, let me speak to that briefly.

During the past year Peter Kulbacki and others did a yeoman’s task in furthering our Capital Improvement Plan. We now have a data base that lists every town asset, their useful lives, and how much it will cost to replace them year by year. For the last several years, due to budget constraints, we have not been able to fully fund this liability. This year we had a chance to reverse that trend and still maintain a respectable 2.5% change in the general fund tax rate and a 2.3% change in the blended tax rate which includes the fire districts. We are not fully to where we need to be, but this would be a substantial step in the right direction.

Those additions \$155,000 for capital reserves, 11,500 for paving, 16,500 for sustainability, and \$2,500 for the Mascoma Health Initiative brought us to the final budget which we bring to you tonight and in our judgment represent the best resolution between all the competing factors on our plate this year. Adopting this budget would add 14 cents to the Blended Tax Rate representing \$ 70.00 in additional municipal taxes on a \$500,000 home.

I want to briefly comment on other important activities that hopefully will positively impact future budgets. Julia, with the support of the Select Board, has for many years attended bi-monthly meetings hosted by Vital Communities. The meetings are attended by the Town Managers and a Select Board representative from Hanover, Norwich, Lebanon and Hartford. We have been exploring the possibility of providing some services on a regional basis, rather than town by town. The “town by town “ model is somewhat unique to New England and in many other parts of the country fire, water, waste water treatment, and other services are provided on a county scale encompassing much larger areas and populations than the entire Upper Valley.

A regionalization model would take at least two forms:

## FINAL

One form would be a “center of excellence” model in which one of the towns would take the lead in providing a service that it makes available on a cost sharing basis to the other towns. A good example of this is the dispatch service that Hanover currently operates servicing 20 towns, and the ambulance service provided by Hanover servicing Lyme and Norwich as well.

The other model is for towns to join together under a new governance structure to provide a specific service or set of services for all the towns. In fire and emergency services, for example, there is already a high level of cooperation via “mutual aid” where the towns back each other up and often contribute unique equipment in an emergency. This is a good starting point as we look at other ways we can provide better services on a regional basis at a lower overall cost.

Areas under consideration include dispatch, emergency services, house hold hazardous waste disposal, to mention a few. I am hoping that there will be additional progress in some of these areas in the coming year.

So, in wrapping up, I believe that this is a solid budget that addresses the town’s immediate and longer term needs in a responsible way, and that there are creative activities under way that will allow us to continue to deliver more and better services at a lower cost.

As always, the Select Board thanks Julia, Betsy, and the department heads who work diligently, creatively, and with great pride, as is evidenced each year in their budget presentations.

We also thank the many volunteers who serve on boards, committees, task forces that make an essential contribution to Hanover being the special town that it is.”

Moderator Fowler asked for further discussion on Article Sixteen.

Heidi Postupack, Chair of the Hanover Finance Committee, stated that last fall as the budgets were being prepared and the Board of Selectmen were developing guidelines, the Finance Committee did some research of their own. In their work as the Finance Committee, they looked at a number of towns in New Hampshire that are similar to Hanover and the last number of years of the Hanover budgets. For the past 3 years, the Finance Committee presented some guidelines to the Select Board that they would like for the Board to adopt. 1) Use the tax levy rather than the tax rate when expressing increases to the budget. The tax rate is what the taxpayers are going to pay. The tax levy expresses what the town raises each year and is a true indication of what the increases are. She stated that this would be a true number when they are comparing the rate of increase when using a metric like the CPI.

Ms. Postupack stated that the Select Board would try to adopt a budget close to CPI and this year at the time that the budget was prepared the CPI rate was 0.8%. 2) The Finance Committee suggested using a 3 year rolling average of the CPI; 3) share the State downshifting with the taxpayers. This year was not a factor because there was no downshifting.

Ms. Postupack stated that the majority of the Hanover Finance Committee voted not to support the budget because the tax levy increased by 5.4% in the past 10 years when the CPI only increased an average of 2.6%. She stated that they are raising more money than the CPI which is not an issue in a year when the property values go up or there are big building projects in town. The worrisome years are when the property values go down and they get accustomed to a 5% tax increase each year. Ms.

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Postupack stated that the Town has been fortunate that they have not experienced this yet but the Finance Committee is looking forward and these are the recommendations to the Select Board.

John Ruth, Hanover Finance Committee member, stated that the guidance of the Finance Committee was that the 3 year average tax increases should match the CPI over the 3 year period. He stated that the difference between the tax levy and the tax rate is that the tax rate includes the change in the Grand List. If property values go up, the actual amount of the check that the residents write will go up. This is why they focus on the tax levy. Mr. Ruth stated that if the budget is passed, this town tax levy will increase by 3.2% (inflation is 0.8%); this tax increase is 2.4% above inflation. He stated that over the past 10 years the tax levy has increased by 2.4% each year. The Hanover Finance Committee believes that continued tax levies over inflation are not sustainable in the long run.

**Mr. Ruth MOVED to Amend the Motion to Limit the Tax Levy Increase Inclusive of the Warrant Articles Passed Tonight to Match the Rate of Inflation by 0.8%. The Motion was SECONDED by the Floor.**

Chairman Christie responded to the proposed amendment:

“First let me say that while the Select Board does not agree with the finance committee’s recommendations, we do appreciate their input. It makes us think even more thoroughly about our options.

Let me respond to their concerns on two levels, one that I call the “budget geek – (of which I consider myself one) level”, and the other on the pragmatic level.

On the geek level, one of the fundamental differences between the Select Board’s approach and the Finance committees recommended approach is that the finance committee recommends that changes in the grand list not be taken into consideration in the budget process. The reason they give for not considering it is that “there is little connection between changing property values and the need for town services”. While this is true, there are numerous moving pieces that impact our budget, many of which have little or no connection with the need for town services - for example interest income from our invested cash, changing revenue from the state rooms and meals tax, and changes in our fees, to mention a few, but I don’t think that anyone would suggest that these not be taken into account. Indeed, all of the variables need to be taken into account and the Select Board does not see the logic in singling out one variable, namely the change in the grand list, to not be considered.

One of the fundamental claims made by the finance committee is that our rate of increased spending over the past ten years is not sustainable and they point to the increase of 5.4% in the tax levy over that time period to support their argument. If your tax bill had gone up by 5.4% per year I would agree with the committee, but the municipal portion of your tax bill has gone up by just 4.2% per year. The average increase over the past ten years on a home currently valued at \$500,000 and in Fire District 1 has been \$87.00 per year. That includes all the state downshifting and other emergency funding, and while it is a bit higher than the CPI, it is not unsustainable.

I could go on with my geek argument, but the important point that I am trying to make is that the Select Board did consider the finance committee’s recommendations and that there are sound reasons why we have opted for a different path.

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More importantly, on the pragmatic side, the question is quite simple. Do you agree or disagree with the Select Board's decision to raise an additional \$185,000 in taxes over a bare bones budget with the money to be used for capital reserves, paving, and energy conservation? The \$185,000 equates to an additional \$45.00 in taxes for a \$500,000 home.

So the question is pretty straight forward. If you *agree* that we should not kick the can down the road and *support* the additional proposed spending then hopefully you will support the budget as proposed."

Moderator Fowler re-stated that the amendment is to limit the tax levy inclusive of the warrant articles that have been passed tonight and to manage the inflation rate at 0.8% resulting in the change of \$185,000. This would change the amount to \$21,905,442 rather than \$22,090,560. Chairman Christie clarified that Betsy McClain, Finance Director, provided this revised figure.

Bill Fischel stated that he is an Economics Professor and noted that the CPI is constructed to measure changes in prices alone and not changes in quantity. The expenditure such as the tax levy includes both prices and quantities. He noted that if residents want to have more quantity of services, even if the prices don't change, the levy will go up. Mr. Fischel stated that he felt that the Finance Committee is tying them to an index which does not reflect the growing needs and demands of Hanover's citizens. Mr. Fischel stated that this would really limit the Town's ability to provide the services that the residents pay their public officials to provide.

Iain Sim stated that Chairman Christie noted that the Grand List had increased by \$17 million. Mr. Sim wanted to clarify with Chairman Christie that in a year when there has not been a revaluation of the properties in town, the increase in the Grand List has to do with new construction or new improvements to properties which reflects no change to the rest of the Town properties. Chairman Christie confirmed that this was correct; the Grand List has nothing to do with the revaluation. Chairman Christie noted that the increases were very modest this year.

Moderator Fowler asked for action on the Amendment to the Warrant Article.

**The Majority OPPOSED the Amendment. The Amendment was DEFEATED.**

Moderator Fowler asked for action the Motion for Article Sixteen.

**The Motion Passed and Article Sixteen was ADOPTED.**

**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.

**Chairman Christie MOVED that the Town 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. The Motion was SECONDED from the floor.**

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Chairman Christie made the following statement relative to Article Seventeen:

“I would like to use this article to show case the fine work done by the Hanover Conservation Commission and town staff.

The easement at 10 Moody Lane at the summit of Mt Tug dates back to 1983. Through a series of events the town and land owner came to realize that some structures were potentially within the easement area leading to a complicated and potentially messy situation.

But thanks to the creativity and “can do” problem solving attitude of everyone involved, and after many iterations, a very simple and elegant solution was found whereby 0.44 acres are removed from the current easement area and 0.66 acres which abut other conserved land are added to the easement. In addition, a new easement document will be executed containing all of the up to date terms and conditions found in our current easements.

So, a win-win all around and I hope you will support this article.”

Judith Reeve stated that she serves on the Open Space Committee and reported that so many worked hard to make this a win-win situation and she hoped everyone would support it.

### **The Motion Passed and Article Seventeen was ADOPTED.**

**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.

**Vice Chairman Rassias MOVED that the Town 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. The Motion was SECONDED from the floor.**

Vice Chairman Rassias stated that Nathan’s Garden is an oasis in the middle of our bustling community; it’s astonishing variety of features are present such as handmade chairs, tables, a swing, tree stumps made into chairs, and daffodils as well as a gazebo where one can take it all in. It’s a garden filled with little wonders, the perfect place to sit and admire what nature has to offer. The garden was created to commemorate the life of the son of the donor and it’s been part of our community for several decades. It is the wish of Mrs. Hall to donate the garden to the Town and to preserve its current characteristics. A fund will be created by Mrs. Hall to generate a sum of money to cover the annual maintenance costs once the Town begins to care for the garden. This article authorizes the Board of Selectmen to accept the donation and to authorize the Board of Selectmen to negotiate on the Town’s behalf. Vice Chairman Rassias stated that it’s truly a once in a lifetime opportunity.

Elsa Garmeyer stated that she discovered the hidden gem one day when she was stressed and in need of a walk. She stated that this is an amazing place and feels that this is wonderful. She would like to get a vote of appreciation for Mrs. Hall. *(The audience gave a round of applause to Mrs. Hall).*



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### **The Motion Passed and Article Eighteen was ADOPTED.**

**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.

Selectman Carter reported that Warrant Article Nineteen was placed on the Warrant by Petition.

**Selectman Carter MOVED that the Town vote 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. The motion was SECONDED from the floor.**

Len Cadwallader stated that he is proud of the fact that the Town has the highest percentage of registered voters who actually vote. He is distressed when he looks at the statewide and nationwide statistics that indicate that a very small number of citizens of majority age are registered to vote and an even smaller percentage of registered voters actually vote.

Mr. Cadwallader stated that he's particularly distressed because he lived in Central America where people risk their lives to vote; democracy is that important. He noted that he visited two totalitarian countries where the act of voting is a farce. Citizens of the United States have a chance to say who they want to govern them every few years and sadly and all too often they abrogate that entitlement. He stated that there are many excuses that are given; 'I'm too busy, my child was sick, I forgot' but there is one cause of voter apathy that they can do something about. He stated that many people tell him that they no longer vote because their vote is insignificant. The amount of big money pouring into political campaigns make it impossible for plausible candidates to compete, who are willing to stand up for issues that matter to them; for example, adequate funding for public education, clean air or a more rational energy policy.

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Mr. Cadwallader stated that big money comes from wealthy individuals, corporations, and interest groups. The Supreme Court has made two decisions that give them, and the pacts they create, disproportionate power and an unintended consequence has been a drop in participation at ballot boxes. Mr. Cadwallader stated that they can change this by getting an amendment passed to the U.S. Constitution that would limit campaign spending and would make it clear that corporations are not people with constitutional rights. Your vote tonight is only advisory but no less important. It instructs the representatives in Washington and Concord to support an amendment that would re-establish the authority of Congress and State Legislators to regulate political spending and make it clear that the rights enumerated in our Constitution are intended for real people, not corporations. Mr. Cadwallader reported that over 90 Hanover voters signed the petition to get Article Nineteen on the warrant. He stated that he is asking the Town to join the other 48 NH towns that passed a similar resolution last March. He stated that collectively their voices will be heard.

Robin Carpenter stated that at almost every Town Meeting there is a petitioned Warrant Article that asks the voters of Hanover to send a message to Washington on behalf of the Town. He stated that there are thousands of registered voters in the Town and if a majority, either large or small, decide to send a message to Washington, they are really pre-empting the voices of thousands of Hanover's registered voters who have every opportunity to write letters to the editor, to contact their Town, have rallies on the Dartmouth Green; there's no shortage of avenues of media to make their wishes known. This kind of motion, in his opinion, is an attempt to co-opt the voices of the Town of Hanover for one specific issue. He stated that he feels that this is an improper intention in the petition. He stated that secondly, he would say that this proposition is undeveloped. He stated that if somebody does have a specific constitutional amendment to set forth and try to gain town approval, they should hear what that amendment would be. He stated that residents cannot reasonably be expected to approve an amendment for which they have not heard the wording.

Mr. Carpenter stated that this article is poorly constructed. He stated that the thoughts blend together and the first sentence runs on for 72 words. He stated that this is badly constructed, ill conceived and coercive to the populous of the Town. Mr. Carpenter stated that there are aspects of the proposition that he is strongly in concurrence with. He stated that there are Supreme Court decisions that he disagrees with. He feels that it's not a matter of whether they agree with treating corporations as persons but this is not the way to accomplish this, by co-opting the voices of the taxpayers in Hanover.

Sandra Hoh stated that she is disturbed about Mr. Carpenter's argument because if 30% of the people vote for President, that doesn't represent all voters. She stated that this was a meeting that every Hanover voter had an opportunity to attend and it is not a closed secret meeting. She felt that this was a very unfair and inaccurate argument. As a former elected official she stated that this action does have an impact. She urged voters to support this Article.

Bob Strauss stated that he's known Mr. Cadwallader for over 20 years and he certainly agrees with the thought behind the petition. He stated that there has to be a point where they move against money and politics. He stated that they can become one of many communities and maybe get a tidal wave moving and get the money out of politics and get the people back into it.

**The Motion Passed and Article Nineteen was ADOPTED.**

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

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**Selectman Carter MOVED that the Town transact any other business that may legally be brought before this Town Meeting. The Motion was SECONDED from the Floor.**

Robert Chambers stated that he is Chairman and Co-Founder of Project Vet Care which is a non-profit organization established in Hanover two years ago with the mission to help veterans. They offer assistance with applications for veterans benefits, provide an emergency food bank, assist veterans who face foreclosure or eviction, and organize events to help wounded soldiers enjoy time with other veterans that have similar situations. In 2012, Project Vet Care started a program in which high school students in the area meet veterans in a seminar setting to discuss their military service and experience. Many Dartmouth veterans, faculty, students and staff have participated in making this program a tremendous success. Project Vet Care received exciting news and started a capital campaign to fund a house for Dartmouth veterans.

Mr. Chambers reported that a generous veteran family contributed \$375,000 toward the purchase of a house in Hanover. This donation is contingent upon Project Vet Care raising an additional \$75,000 to be able to pay for the house in cash so that there would not be any debt. Mr. Chambers reported that so far they have raised \$417,000 and need an additional \$37,000 to complete the transaction. Mr. Chambers stated that this house would be available for Dartmouth student veterans to meet and live in which will help them be more comfortable in the Dartmouth community. The rent will provide Project Vet Care with a steady stream of income and allow for long term sustainability.

**Robert Chambers MOVED that the Town of Hanover contribute \$20,000 to Project Vet Care's capital campaign.**

Moderator Fowler stated that the posted rules of the meeting clearly stated that substantive motions cannot be entertained under this Article. He noted that he can be overruled by Town Meeting.

**Robert Chambers MOVED to have the rules overruled by the Town Meeting to allow further discussion. The Motion was SECONDED from the Floor.**

Moderator Fowler clarified that the Motion on the floor is to have the Rules overturned and the motion to fund the \$20,000 for Project Vet Care be accepted as a proper motion before the Town.

Robert Chambers noted that the proposal developed very quickly; they came before the Select Board the day before the Articles were due to be included on the Town Warrant. He believes Project Vet Care provides an important service to the community and the entire Upper Valley and would like Town Meeting to consider the motion on its merits.

Bill Bashnagel stated that he personally believes that Project Vet Care is a great thing. He is a veteran and he is involved in veteran activities at Dartmouth to a certain extent. He feels that this is not the kind of thing that belongs at Town Meeting and certainly not at this time. This proposal needs to be brought to the Select Board so that it can be looked at in some particular detail. He stated that although he hasn't talked to the current undergraduate veterans, he has been involved in communications with them and there have been concerns on their part as to whether this would meet their particular needs on campus in terms of how many people could stay there because there are zoning issues, etc. Mr. Baschnagel stated that with appropriate examination, he would like to have the Select Board make a

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decision as to whether to move forward on this. He felt that Town Meeting does not know enough about the details and he urged voters not to consider this as a proper motion at this time.

Robin Carpenter stated that he had no previous knowledge of this and other voters may have chosen to come if they had known about it. He felt that this was way out of line. He stated that the final Article in the Warrant is for non-substantive matters and generally is used for congratulatory content. He felt that to add this expenditure in the final motion is way out of line. Mr. Carpenter stated that he's not against the project but to bring it up at the end of the meeting is not appropriate.

Dave Cioffi stated that he is not against veterans and he reported that he volunteers every week at the VA. He noted that the Town has shown their support for Veterans and in the past couple of years the Town made a change which provided a substantial benefit to them. He felt that this was not appropriate and will open Pandora's Box for others to come to Town Meeting to support their individual causes.

Danielle Goodwin stated that she is a Hanover resident and the wife of a catastrophically injured Afghanistan veteran. She is the Executive Director and Co-Founder of Project Vet Care and reported that Dartmouth did conduct a survey of the veterans groups that will be affected by this house.

Moderator Fowler clarified that the motion on the floor was to overrule the Moderator's rules and asked that Ms. Goodwin direct her comments toward the motion being discussed.

Robert Chambers asked to modify the motion to allow discussion to carry on in a non-binding vote so that they could then provide some advisory information to the Select Board. He wanted to make it clear that Project Vet Care will lose \$417,000 which would help provide a sustainable source of income. The closing date is set for June 2<sup>nd</sup>.

Moderator Fowler noted that he will be unable to modify the motion until Town Meeting voted whether they will allow for the rules to be overruled for this Article. A yes vote would overrule the Moderator's rule and a no vote would sustain the motion.

**The Motion was defeated.** (*Town Meeting voted not to overrule the Moderator's rules*).

Robert Chambers MOVED to make a non-binding vote for the Town to raise \$20,000 toward Project Vet Care's Capital Campaign which would be advisory to the Select Board. Moderator Fowler stated that this would likely be out of order but the Town could hear other support for this. Robert Chambers withdrew the motion.

Bob Russell stated that he has lived in Hanover for many, many years. He asked Ms. Griffin as Town Manager whether she had any comments about the state of the Town and she wondered if she had any comments about the residents' general behavior.

Ms. Griffin reported that this is her 18<sup>th</sup> year as Town Manager for Hanover. She noted that the average life span of a Town Manager is 4.2 years. She stated that this is reflective of a wonderful community to work for with amazing support with a bipartisan Board of Selectmen to make good decisions on behalf of the community with tremendous support from the community. She stated that in spite of the downturn in the economy and challenges with State downshifting they are doing pretty well.

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Moderator asked for any other comments about the Project Vet Care proposal.

Danielle Goodwin stated that Project Vet Care has helped 1,113 veterans in the Upper Valley since 2012. She stated that they have been blessed with Dartmouth interns, volunteers and community support. She stated that this gift landed in their lap so although their execution has not been great, their intention is there. She wanted to thank the Town for their support and will continue to help veterans every step of the way.

**Elsa Garmeyer MOVED to vote in support for the Town of Hanover and the non-profits within it are doing for their veterans. The Motion was SECONDED from the Floor. The Motion PASSED.**

Elsa Garmeyer asked that the Town of Hanover voters send out a special thanks to Willy Black for all that she has done over the years. (*The audience applauded and recognized Willy Black.*)

David Vincelette stated that he wanted to remind everyone that veterans are giving their lives right now so that others can live where they are supposed to be protected by the Constitution of the United States which allows them to have life, liberty and property; those rights are given by God and are not to be taken by the government, even if they want to poison your water. He stated that he is a 22 year veteran.

**Town Meeting was adjourned at 9:06 p.m.**

Respectfully Submitted,

Elizabeth A. McClain  
Town Clerk

*Minutes prepared by Elizabeth S. Rathburn.*

**Town of Hanover - Rate and Fee Schedule**  
Adopted by the Board of Selectmen: June 23, 2014

Type of Fee	FIRE DEPARTMENT				Adopted FY 2014-15
	Adopted FY 2011-12	Adopted FY 2012-13	Adopted FY 2013-14	Adopted FY 2014-15	
Fire Safety Crowd Control - Manpower	Cost +35%	Cost +35%	Cost +35%	Cost +35%	Cost +35%
Fire Safety Crowd Control - Manned Apparatus					\$200.00/hour
Annual Monitoring Fee - Master Fire Box	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
False Alarm Charge - Fire Service	1st: Free	1st: Free	1st: Free	1st: Free	1st: Free
	2nd: \$100.00	2nd: \$100.00	2nd: \$100.00	2nd: \$100.00	2nd: \$100.00
	3rd: \$200.00	3rd: \$200.00	3rd: \$200.00	3rd: \$200.00	3rd: \$200.00
Fire Alarm Charge - Fire Service	4th and beyond: \$300 per response	4th and beyond: \$300 per response	4th and beyond: \$300 per response	4th and beyond: \$300 per response	4th and beyond: \$300 per response
Fire Building Systems Review Fee (payable at time of design review application submission)					\$100 base review fee PLUS \$0.10/\$1,000 cost of construction
Fire Suppression System Review: new systems, additions, alterations	n/a	n/a	n/a	n/a	n/a
Fire Alarm Review: new systems, additions, alterations	n/a	n/a	n/a	n/a	n/a
Additional Fire Inspection Services					\$50.00/hour
Rescheduling of Fire Alarms or Sprinkler Acceptance Test because of contractor/owner not ready for test	\$500.00	\$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	\$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	\$15.00/per appliance
Fire Permits: Stand-Alone Oil Installation and/or Replacement	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00

**Town of Hanover - Rate and Fee Schedule**  
Adopted by the Board of Selectmen: June 23, 2014

Type of Fee	Adopted FY 2011-12	Adopted FY 2012-13	Adopted FY 2013-14	Adopted FY 2014-15
	Fire Permits: Additional Appliances (Oil) beyond Original Permit	\$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	Full cost +10% admin charge	Full cost +10% admin charge	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	\$75.00 per student	\$75.00 per student	\$75.00 per student	\$75.00 per student
Report Copy (Flat Fee)	\$15.00	\$15.00	\$15.00	\$20.00
<b>AMBULANCE DIVISION</b>				
Per Capita - Hanover	\$22.84	\$23.12	\$25.99	\$27.10
Per Capita - Lyme	\$22.84	\$23.12	\$25.99	\$27.10
Per Capita - Norwich	\$22.84	\$23.12	\$25.99	\$27.10
Community Contributions Adjustment to Cover Insurance Contractual Obligations for Ambulance Calls Originating in Community	Pro-Rated Share of Lost Revenues	Pro-Rated Share of Lost Revenues	Pro-Rated Share of Lost Revenues	Pro-Rated Share of Lost Revenues
Report Copy (Flat Fee)	\$15.00	\$15.00	\$15.00	\$20.00
Treatment with Transport - Basic Life Support - (plus mileage)	\$415.00	\$415.00	\$450.00	\$550.00
Treatment with Transport - Advanced Life Support Level 1 - (plus mileage)	\$500.00	\$500.00	\$550.00	\$550.00
Treatment with Transport - Advanced Life Support Level 2 - (plus mileage)	\$700.00	\$700.00	\$770.00	\$775.00
Treatment with Transport - Special Care Transport	\$775.00	\$775.00	\$775.00	\$775.00

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
Mileage Rate	\$11.00/mile	\$11.00/mile	\$12.00/mile	\$13.00/mile
Treatment and Release Fee	\$100.00	\$100.00	\$100.00	\$100.00
Additional Treatment Charges (with or without Advanced Life Support - Transport) – Oxygen Charge	\$50.00	\$50.00	\$50.00	\$50.00
Additional Treatment Charges (with or without Advanced Life Support - Transport) – Defibrillation	\$100.00	\$100.00	\$100.00	\$150.00
Additional Treatment Charges (with or without Advanced Life Support - Transport) – Advanced Airway	\$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
Ambulance - Special Event Standby	\$150.00/hour	\$150.00/hour	\$150.00/hour	\$200.00/hour

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	GENERAL ADMINISTRATION				
	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15	
Processing Fee for Returned Deposit Item (NSF Checks or Checks Drawn on Closed Accounts)	\$25.00	\$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	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	\$.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	\$.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	\$.75/page
Administrative Fee for Researching, Redacting, and Producing Public Records, including RSA 91-A Right-to-Know Requests	n/a	\$30.00/hour (min 1 hour)	\$30.00/hour (min 1 hour)	\$30.00/hour (min 1 hour)	\$30.00/hour (min 1 hour)
Copies of Appraisal Card for Property Owner	No charge	No charge	No charge	No charge	No charge
Copies of Appraisal Card for Requesters Other than Property Owner	\$1.00/page	\$1.00/page	\$1.00/page	\$1.00/page	\$1.00/page
Copies of Warranty Deed	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
Copies of Tax Map	No charge	No charge	No charge	No charge	No charge
Copies of Tax Bills for Property Owner	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Copies of Tax Bills for Requesters Other than Property Owner	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Electronic Files from Town Databases – on flashdrive or via email (no data filtering a/o manipulation)	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen - June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
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	\$75.00
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	\$10.00 plus cost of certified mail postage	\$10.00 plus cost of certified mail postage	\$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	\$7.00	\$7.00
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
Vendor Permit (Regular Size) - Daily	\$15.00	\$15.00	\$15.00	\$15.00
Vendor Permit (Limited Size) - Daily	\$10.00	n/a	n/a	n/a
Vendor Permit for 9 Months beginning March 1 and ending November 30	\$1,200 (minimum bid)	\$1,200.00	\$1,200.00	\$1,200.00

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen - June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
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	\$45.00	\$45.00	\$45.00	\$45.00
<b>HIGHWAY</b>				
Driveway Permits (DPW Review)	\$75.00	\$75.00	\$75.00	\$75.00
Private Construction - Class VI Highway Permit	\$100.00	\$100.00	\$100.00	\$100.00
Excavation Permits	\$75.00	\$75.00	\$75.00	\$75.00
Obstruction Permits	\$25.00	\$25.00	\$25.00	\$25.00
<b>PUBLIC GROUNDS</b>				
Cemetery Lots - Hanover Residents	\$400.00	\$600.00	\$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/URN Interment	\$100.00	\$100.00	\$100.00	\$200.00
Gravestone Disinterment	n/a	\$1,000.00	\$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 dump tickets are available directly from the City of Lebanon for Hanover residents at \$10.00 per punch-card; the Town of Hanover charges a \$5.00 convenience fee on top of the cost of the ticket to partially fund curbside pickup.*



**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

<b>HOWE LIBRARY &amp; ETNA TOWN LIBRARY</b>				
Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
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	No charge – included in the non-resident card fee
Museum Pass Non-Pickup Fee	\$10.00	\$10.00	\$5.00	\$5.00
Museum Pass Overdue Return Fee	\$5.00/day	\$5.00/day	\$5.00/day	\$5.00/day
"Expand Your World" Collection (telescope, ukuleles, bird watching kit, AV conversion kits) Overdue Fee	\$1.00/day	\$1.00/day	\$1.00/day	\$1.00/day
Non-Resident Family – 12 Month Membership	\$120.00	\$135.00	\$135.00	\$135.00
Non-Resident Family – 3 Month Membership	\$50.00	\$56.00	\$56.00	\$56.00
Non-Resident Senior Citizen – 12 Month Membership (65+)	\$80.00	\$90.00	\$90.00	\$90.00
Dresden Student Card; (Dresden Tuition Students – paid for by SAU, not by student)	\$15.00	\$15.00	\$15.00	\$15.00
Dresden Employee Card	No charge	No charge	No charge	No charge
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	varies	varies	varies	varies
Non-Resident Childcare Providers; borrowing limits apply	\$120.00	\$120.00	\$135.00	\$135.00

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

<b>PLANNING BOARD</b>				
Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
Consultation with Staff			\$75.00/hr	\$75.00/hr
LCHIP fee* ( <i>Land &amp; Community Heritage Investment Program</i> )			\$25.00	\$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	\$50.00 / PB \$80.00 / ZBA
Notification fee			\$5.00 PLUS USPS Certified Mail rate & Return Receipt fee per name on Notification List	\$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	\$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 RSA units per 672:14, plus actual costs of notifying abutters	\$200 base fee plus \$100 per lot, plat, site, or other division of land including RSA units per 672:14, plus actual costs of notifying abutters	\$200 base fee plus \$100 per lot, plat, site, or other division of land including RSA units per 672:14, plus actual costs of notifying abutters	\$200 base fee plus \$100 per lot, plat, site or other division of land including RSA units per 672:14, PLUS LCHIP, Legal Notice, Notification, AND Registry

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
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	\$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	\$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
Modification of Approval				
Minor	\$200.00	\$200.00	\$200.00	\$200.00
Major	\$200.00	\$200.00	\$500.00	\$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 Legal Notice, Notification AND \$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 Legal Notice, Notification, PLUS:	\$500.00 PLUS Legal Notice, Notification, PLUS:
\$0 to \$2,500,000 ECC				
\$2,500,001 to \$5,000,000 ECC				
\$5,000,001 to \$10,000,000 ECC				

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
\$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	\$500.00	\$500.00
Certificate of Compliance Inspection			/inspection	/inspection
Field Change			\$50.00	\$50.00
<b>Minor Lot Line Adjustment and Boundary Agreements</b>	\$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	\$150.00 PLUS LCHIP, Legal Notice, Notification AND Registry
<b>Lot Merger</b>	\$50.00, includes fee for Registry of Deeds	\$50.00, includes fee for Registry of Deeds	\$50.00 PLUS Registry	\$50.00 PLUS Registry
<b>Zoning Petitions</b>			\$100.00/ petition	\$100.00/ petition

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	ZONING & BUILDING PERMITS			
	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
Charge for review time beyond typical review (defined as 2 hours before application filing and 2 hours after application filing)			\$50.00 per hr	\$50.00 per hr
<u>Minimum Permit Fee</u>				
One- and Two-Family Residential	\$60.00	\$60.00	\$100.00	\$100.00
Commercial, Institutional, Multi-Family, and Other Non-One- and-Two-Family-residential construction	\$85.00	\$85.00	\$100.00	\$100.00
One- and Two-Family Residential Finished dwellings & additions, etc.	\$60 PLUS \$0.50/sf	\$60 PLUS \$0.50/sf	\$100 PLUS \$0.75/sf	\$100 PLUS \$0.75/sf
Renovations, alterations, etc.	\$0.25/sf	\$0.25/sf	\$0.50/sf	\$0.50/sf
Non-Habitable Structures (Porch, garage, shed, fence, pool, temporary trailer, retaining wall, etc.)	\$0.25/sf	\$0.25/sf	\$0.50/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	\$100 PLUS \$6.00 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	\$6.00 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	\$6.00 per \$1,000 of Construction Cost	\$6.00 per \$1,000 of Construction Cost
for Portion of Construction Cost Exceeding \$20,000,000	\$35.00, plus \$30.00 for structural or electrical	\$35.00, plus \$30.00 for structural or electrical	\$80.00	\$80.00
Sign, Awning, or Canopy			\$110.00	\$150.00
Moving or Demolition	\$110.00	\$110.00	\$150.00	\$150.00

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
	Revision Plan Review and Partial Submissions	\$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 30 days to review complete One- & Two-Family Project applications and 60 days to review complete Commercial & Multi-Family Projects & Properties under Condominium Ownership 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	\$50.00	\$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	\$100.00 for all projects	\$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	\$100.00*			
Permit Reinstatement	Half of the original Code Review fee or \$50.00, whichever is greater			
Deferred Electrical/Plumbing/ Mechanical Submission	\$75.00 per hour			
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	\$50.00	\$50.00

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
<u>Wetlands Administrative Permit</u>	\$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)	\$50.00 PLUS cost to prepare and mail notices to abutters (\$5.00 PLUS USPS 1st Class mail rate per name on Notification List)
<u>Septic Design Review</u> (Prerequisite for DES Review)	\$35.00	\$35.00	\$50.00	\$50.00
<u>Driveway Permit</u> (Zoning Review)			\$50.00	\$50.00
<b>ZONING BOARD OF ADJUSTMENT</b>				
Legal Notice fee			\$80.00	\$80.00
			\$5.00 PLUS USPS Certified mail rate per name on Notification List	\$5.00 PLUS USPS Certified mail rate per name on Notification List
Notification fee			\$300.00	\$300.00
<b>Special Exception</b>	\$150.00, plus actual costs of notifying abutters	\$150.00, plus actual costs of notifying abutters	PLUS Legal Notice PLUS Notification	PLUS Legal Notice PLUS Notification
<b>Variance</b>	\$150.00, plus actual costs of notifying abutters	\$150.00, plus actual costs of notifying abutters	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification
<b>Appeal of Administrative Decision</b>	\$150.00, plus actual costs of notifying abutters	\$150.00, plus actual costs of notifying abutters	\$300.00 PLUS Legal Notice PLUS Notification	\$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	\$300.00 PLUS Legal Notice PLUS Notification	\$300.00 PLUS Legal Notice PLUS Notification

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
<u>Hearing Under RSA 674:41</u>	\$150.00, plus actual costs of notifying abutters	\$150.00, plus actual costs of notifying abutters	\$300.00 PLUS Legal Notice PLUS Notification	\$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	\$100.00 (PLUS Legal Notice & Notification, if granted)	\$100.00 (PLUS Legal Notice & Notification, if granted)

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	POLICE DEPARTMENT				
	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15	
Pistol Permits (4 year Permit)	\$10.00	\$10.00	\$10.00	\$10.00	
Special Services Detail – Police Personnel	\$61.28	\$62.59	\$66.06	\$66.72	(\$44.48/hr for officer + 50% overhead to cover NHRS and Admin Charge); plus, if applicable, additional charge for signage and barricade rental
Reports (Fixed Standard Fee; Additional General Administration Research/Reduction Charge of \$30/hour may also apply)	\$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	Note: Certain Non-Profits may qualify for reduction in the admin. chg. from 50% to 25%
Fingerprints (Non-Resident)	\$25.00	\$25.00	\$25.00	\$25.00	
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	

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
Annual Alarm Monitoring Fee	\$355.00 within Town; \$450.00 out-of-Town	\$355.00 within Town; \$450.00 out-of-Town	\$355.00 within Town; \$450.00 out-of-Town	\$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	\$7.50
*Dog License – Unneutered Male and Female	\$9.00	\$9.00	\$9.00	\$10.00
*Dog License – First Dog – Sr. Citizen Owner	\$2.00	\$2.00	\$2.00	\$3.00
*Dog License – Group License for 5 or more Dogs	\$20.00	\$20.00	\$20.00	\$21.00
Dog License – Late Fee per Month after May 31	\$1.00	\$1.00	\$1.00	\$1.00
Dog License – Replacement Tag and License #	n/a	n/a	n/a	\$3.00
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

*Note \* - These dog fee increases will go into effect with the issuance of 2015 dog licenses; the FY2014 fees will remain in effect until January 1, 2015.*

**Town of Hanover - Rate and Fee Schedule**  
Adopted by the Board of Selectmen: June 23, 2014

Type of Fee	PARKING DIVISION			
	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
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	\$82.50	\$82.50	\$82.50
Lot Rentals (Lease w/6 mo. Commitment) – Facility Space	\$140.00	\$154.00	\$154.00	\$154.00
Monthly Rentals Level 2				
Lot Rentals (Lease w/6 mo. Commitment) – Facility Space	\$100.00	\$110.00	\$110.00	\$110.00
Monthly Rentals Level 3				
Lot Rentals (Lease w/6 mo. Commitment) – Facility Space	\$100.00	\$110.00	\$110.00	\$110.00
Monthly Rentals Level 4				
Lot Rentals – Monthly Facility Pass	\$150.00	\$165.00	\$165.00	\$165.00
Lot Rentals – ZBA (Zoning Board of Adjustment) Required Monthly Lot Rentals	\$75.00/space \$7.50/day	\$82.50/space \$7.50/day	\$82.50/space \$7.50/day	\$82.50/space \$15.00/day
Temporary Parking Permits				
30 Consecutive Day Parking Permit – Hovey Lane and lower Lebanon Street	\$35.00	\$35.00	\$35.00	\$35.00
90 Consecutive Day Parking Permit – Hovey Lane and lower Lebanon Street	n/a	n/a	n/a	\$105.00
180 Consecutive Day Parking Permit – Hovey Lane and lower Lebanon Street	n/a	n/a	n/a	\$210.00
Annual Parking Permits – Replacement of Misplaced 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 \$	Hourly Rate / Total \$	Hourly Rate / Total \$	Hourly Rate / Total \$	Hourly Rate / Total \$
Town Parking Garage – Short Term Rates – Grace Period Exit Before 10-Minutes	n/a	\$-0-	\$-0-	\$-0-
Town Parking Garage – Short Term Rates – Minimum Charge 10- to 30-Minutes	Free / Free	\$0.25 / \$0.25	\$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	\$0.25 / \$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 of Hanover - Rate and Fee Schedule**  
Adopted by the Board of Selectmen: June 23, 2014

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
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
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	Regular short-term rates apply	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 - Electric Car Charging Station Fee	n/a	n/a	n/a	\$1.00/hour
Town Parking Garage – Gate Pass Card Reactivation Fee	\$10.00	\$10.00	\$10.00	\$10.00
Meter Rates – for 15-Minute, 2-Hour and 3-Hour Limit Metered Areas Except South Main Street and Municipal Lot 1	\$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 = 4 min; \$0.10 = 8 min; \$0.25 = 20 min	\$0.05 = 4 min; \$0.10 = 8 min; \$0.25 = 20 min
Meter Rates – for 45-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 = 3 min; \$0.10 = 6 min; \$0.25 = 15 min	\$0.05 = 3 min; \$0.10 = 6 min; \$0.25 = 15 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 = 43 min; \$0.10 = 86 min; \$0.25 = 172 min	\$0.05 = 43 min; \$0.10 = 86 min; \$0.25 = 172 min

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
Meter Rates - Credit Card Per Transaction Fee at Parking Meters	n/a	n/a	n/a	\$0.20
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 Violation (2 Hr. 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 - 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	\$100.00
Meter Violations - Fine After 14 Days	\$100.00	\$100.00	\$100.00	\$200.00
Meter Violations - Fine After 28 Days	\$110.00	\$110.00	\$110.00	\$210.00
Meter Violations - Handicapped Space	\$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

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
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

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	PARKS & RECREATION DEPARTMENT			
	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
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	\$325/month	\$325/month	\$325/month	\$325/month
After School Adventures – 4 day enrollment	\$260/month	\$260/month	\$260/month	\$260/month
After School Adventures – 3 day enrollment	\$195/month	\$195/month	\$195/month	\$195/month
After School Adventures – 2 day enrollment	\$130/month	\$130/month	\$130/month	\$130/month
After School Adventures – Drop-In (if space is available)	\$20.00/day \$25.00/Wed.	\$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	\$1.00 for each minute after 5:30PM	\$1.00 for each minute after 5:30PM	\$1.00 for each minute after 5:30PM	\$1.00 for each minute after 5:30PM

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
After School Adventures – Late Payment Fee	\$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	\$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	\$425.00	\$425.00	\$425.00
Dragonfly Summer Day Camp (Full Session of 6 wks) Non-Resident Fees – Full-Day	n/a	\$550.00	\$550.00	\$550.00
Dragonfly Summer Day Camp (Full Session of 6 wks) Resident Fees: Per Morning or Afternoon Session	\$175.00	\$270.00	\$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	\$95.00	\$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.	\$15.00/Friday a.m.
Dragonfly Summer Day Camp (Session of 1 wk) Non-Resident Fees: Full Days Only	\$170.00	\$150.00	\$150.00	\$150.00
Circle H Camp for Rising Kindergartners (Full Session of 6 wks) Resident Fees – Full-Day	n/a	\$425.00	\$425.00	\$425.00
Circle H Camp for Rising Kindergartners (Full Session of 6 wks) Non-Resident Fees – Full-Day	n/a	\$550.00	\$550.00	\$550.00
Circle H Camp for Rising Kindergartners (Full Session of 6 wks) Resident Fees: Per Morning or Afternoon Session	\$175.00	\$270.00	\$270.00	\$270.00
Circle H Camp for Rising Kindergartners Camp (Full Session of 6 wks) Non-Resident Fees: Per Morning or Afternoon Session	\$350.00	\$350.00	\$350.00	\$350.00



**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
Circle H Camp for Rising Kindergartners Camp (Session of 1 wk) Resident Fees: Full Days Only	n/a	\$95.00	\$95.00	\$95.00
Circle H Camp for Rising Kindergartners Camp (Session of 1 wk) Non-Resident Fees: Full Days Only	n/a	\$150.00	\$150.00	\$150.00
Mini-Camps – Resident Fees	\$30.00/day	\$30.00/day	\$30.00/day	\$30.00/day
Mini-Camps – Non-Resident Fees	\$40.00/day	\$40.00/day	\$40.00/day	\$40.00/day
Tween Camp – Resident Fees	\$85.00/wk	\$100.00/wk	\$100.00/wk	\$100.00/wk
Tween Camp – Non-Resident Fees	\$170.00/wk	\$155.00/wk	\$155.00/wk	\$155.00/wk
Camp Quest – Resident Fees	\$50.00/day or \$200.00/wk	\$50.00/day or \$200.00/wk	\$50.00/day or \$200.00/wk	\$50.00/day or \$200.00/wk
Camp Quest – Non-Resident Fees	\$60.00/day or \$240.00/wk	\$60.00/day or \$240.00/wk	\$60.00/day or \$240.00/wk	\$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	varies
Athletic Field Rental	Up to \$125.00 per field, per day	Up to \$125.00 per field, per day	Up to \$125.00 per field, per day	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

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

Type of Fee	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
<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/Etna):			\$100.00	\$100.00
Non-Residents:			\$150.00	\$150.00
Banquets (Multi-Purpose Room):				
Hanover School:			\$125.00	\$125.00
Non-Hanover:			\$175.00	\$175.00
Fundraising Events:				
Hanover Based Groups:			\$175.00	\$175.00
Dresden School District Groups:			\$200.00	\$200.00
Non-Hanover Based Groups:			\$275.00	\$275.00
All Political Organizations (Multi-Purpose Room):			\$300.00	\$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.				
<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.				

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

WATER DEPARTMENT				
	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15	
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
5/8"	\$48.00	\$25.97	\$49.00	\$27.01
3/4"	\$48.00	\$25.97	\$49.00	\$27.01
1"	\$48.00	\$25.97	\$49.00	\$27.01
1 1/2"	\$73.00	\$25.97	\$75.00	\$27.01
2"	\$134.00	\$25.97	\$138.00	\$27.01
3"	\$232.00	\$25.97	\$239.00	\$27.01
4"	\$477.00	\$25.97	\$491.00	\$27.01
6"				
Average Annual Domestic Bill (275 gallons/day)	\$540.47	\$558.42		\$584.52
Unmetered Water Accounts - Include Domestic Bill	n/a	\$698.03		\$732.00
<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)			\$1,685.33	\$1,685.33
Hose Outlet (each):		\$4.71	\$4.71	\$4.71
Sprinkler (per nozzle):		\$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	\$100.00 plus flow charge
<b>Commercial Emergency Call-In</b>			\$120.00 (no charge for the first call-in)	\$120.00 (no charge for the first call-in)
<b>Residential (Single Family Home) Emergency Call-In:</b> There is no charge for the first call-in; subsequent call-in charge:			\$25.00	\$25.00
<b>Final Reading</b>		n/a	n/a	n/a
<b>Water On/Off</b> (Note: this is a flat fee to be assessed for each action)		\$25.00	\$25.00	\$25.00
<b>Backflow Device</b> (Testable units only)		\$100.00	\$50.00	\$50.00
Subsequent inspections due to continued failures:		\$100.00	\$50.00	\$50.00
<b>Inspection (per hour)</b>		\$100.00	\$50.00	\$50.00
<b>Connection Fee for Hanover Water System:</b> The Connection/Increase in Flow Fee includes (1) a fixed fee of \$200.00 to cover admin 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 + \$1.25/ GPD plus Meter and Setters at cost	\$200.00 + \$1.34/ GPD plus Meter and Setters at cost	\$200.00 + \$1.76/ GPD plus Meter and Setters at cost

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

SEWER DEPARTMENT				
	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15	
Base Capacity Charge plus Flow Charge	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**
Meter Size*				
5/8"	\$21.00	varies	\$22.00	varies
3/4"	\$59.00	varies	\$61.00	varies
1"	\$154.00	varies	\$159.00	varies
1 1/2"	\$307.00	varies	\$318.00	varies
2"	\$491.00	varies	\$508.00	varies
3"	\$1,155.00	varies	\$1,195.00	varies
4"	\$1,805.00	varies	\$1,868.00	varies
6"	\$10,828.00	varies	\$11,207.00	varies
Average Annual Domestic Bill (275 gallons/day)	\$475.20		\$492.82	\$492.82
Unmetered Sewer Accounts - Include 25% Surcharge Above Average Annual Domestic Bill		\$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:				
Flow & Strength Charge per 1000 CF (kcf):				
Category A: BOD/TSS < 250 mg/l (most residential accounts)			\$30.17	per kcf
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
Septage - Tipping Fee for Residents (fee is per 1,000 gallons)	\$110.00	\$110.00	\$110.00	\$110.00

**Town of Hanover - Rate and Fee Schedule**  
Adopted by the Board of Selectmen: June 23, 2014

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

**Sewer Connection Fees**

	Adopted FY2011-12	Adopted FY2012-13	Adopted FY2013-14	Adopted FY2014-15
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 + \$4.82/ gallon of GPD	\$200.00 + \$4.93/ gallon of GPD	\$200.00 + \$5.15/ gallon of GPD	\$200.00 + \$4.92/ gallon of GPD

**Recapture Fee Table**

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:

	GPD	Units	Category
Apartments:			
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	60	bedroom	B
Campground w/comfort station	25	site	A
Recreation Trailers	90	site	A
Construction Sites	50	site	A
Day Camp - no meals	15	site	A
Resort Camp (night & day) limited plumbing			
Dining Facility only	50	person	A
Catering & Dining Facilities	25	person	B
Church:	12	patron	B
Sanctuary	5	seat	A
Dining Room	10	seat	B
Country Club:			
Snack Bar	10	seat	B
Locker and Showers	20	locker	A
Dentists:			
Chair	200	each	A
Staff	35	employee	A
Director's Office:			
Patient	10	each	A
Staff	35	employee	A

**Town of Hanover - Rate and Fee Schedule**  
Adopted by the Board of Selectmen: June 23, 2014

Dog Kennels	(two bedroom minimum)	50	kennel	B
Dwellings:	Rooming House with meals	150	bedroom	A
	Rooming House without meals	60	bedroom	B
	Light industry w/o cafeteria or showers	40	bedroom	A
Factories (excluding industrial waste):	Light industry with cafeteria no showers	20	employee	A
	Light industry with cafeteria and showers	25	employee	B
	Warehouse	35	employee	B
	Assembly	35	employee	A
	Research Facilities	20	employee	A
	not allowed	to be determined		B
Floor Drain				
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
	*with food services category B			
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
Office Building:	with cafeteria	20	employee	B
	Unspecified Office Space	15	100 SF	A
Picnic Parks:	Bathroom only	5	person	A
	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
Schools:	Day Care & Nursery	15	person	A
	Day, without gym, cafeteria or showers	15	person	A
	Day, without gym, showers with cafeteria	20	person	B
	Day, with gyms, showers and cafeteria	35	person	B
	Post Secondary School / Classroom	15	seat	A
	Post Secondary School / Dormitory	85	bed	A
	Post Secondary School / Dormitory with Cafeteria	125	bed	B
Service Stations	Large Dry Goods	10	vehicle	B
Shopping Centers/Grocery/convenience	With meat dept. with garbage grinder	5	100 SF	A
		NOT ALLOWED		

**Town of Hanover - Rate and Fee Schedule**  
*Adopted by the Board of Selectmen: June 23, 2014*

stores:	With meat dept. w/o garbage grinder	11	100 SF	B
	With deli	3	meal	B
Small Dry Goods		100	each	A
Swimming Pools	With deli	3	meal	B
Tennis Courts		1000	800 SF	A
Theatres		250	per court	A
Workers:	Construction bathroom only	5	seat	A
		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 recurrence 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.				

# TOWN OF HANOVER DIRECTORY (CONTINUED)

Senior Center (Richard W. Black Center)	643-5531	48 Lebanon St	<a href="mailto:gail.schaal@hanovernh.org">gail.schaal@hanovernh.org</a>	Monday – Friday 12:30pm - 4:30pm
Tax Collector (Town Offices)	640-3201	41 South Main St	<a href="mailto:townclerk@hanovernh.org">townclerk@hanovernh.org</a>	Monday - Friday 8:30am - 4:30pm
Town Clerk (Town Offices)	640-3200	41 South Main St	<a href="mailto:townclerk@hanovernh.org">townclerk@hanovernh.org</a>	Monday - Friday 8:30am - 4:30pm
Town Manager (Town Offices)	643-0701	41 South Main St	<a href="mailto:townmgr@hanovernh.org">townmgr@hanovernh.org</a>	Monday - Friday 8:30am - 4:30pm
Trees & Public Gardens (Public Works Department)	640-3376	194 Lebanon St Route 120	<a href="mailto:william.desch@hanovernh.org">william.desch@hanovernh.org</a>	Monday – Friday 7:00am - 3:30pm
Water Treatment Facility	640-3236	41 Grasse Rd	<a href="mailto:todd.cartier@hanovernh.org">todd.cartier@hanovernh.org</a>	Monday – Friday 7:00am - 3:30pm
Water Reclamation Facility	643-2362	121 South Main St Route 10	<a href="mailto:kevin.maclean@hanovernh.org">kevin.maclean@hanovernh.org</a>	Monday – Friday 7:00am - 3:30pm
Welfare Assistance Coordinator	640-3209	41 South Main St (Town Offices)	<a href="mailto:jen.gantrish@hanovernh.org">jen.gantrish@hanovernh.org</a>	Monday - Friday 8:30am - 4:30pm (by appointment)

## TOWN MANAGEMENT STAFF

<b>Administrative Services – Town Clerk</b>	Betsy McClain	<a href="mailto:betsy.mcclain@hanovernh.org">betsy.mcclain@hanovernh.org</a>
<b>Assessing Director</b>	Michael Ryan	<a href="mailto:michael.ryan@hanovernh.org">michael.ryan@hanovernh.org</a>
<b>Fire Chief</b>	Martin McMillan	<a href="mailto:martin.mcmillan@hanovernh.org">martin.mcmillan@hanovernh.org</a>
<b>Health Officer</b>	Julia N. Griffin	<a href="mailto:townmgr@hanovernh.org">townmgr@hanovernh.org</a>
<b>Human Resources Director</b>	David Stewart	<a href="mailto:david.stewart@hanovernh.org">david.stewart@hanovernh.org</a>
<b>Information Technology</b>	Corey Stevens	<a href="mailto:corey.stevens@hanovernh.org">corey.stevens@hanovernh.org</a>
<b>Librarian – Etna Library</b>	Barbara Prince	<a href="mailto:barbara.prince@hanovernh.org">barbara.prince@hanovernh.org</a>
<b>Library Director – Howe</b>	Mary White	<a href="mailto:mary.h.white@thehowe.org">mary.h.white@thehowe.org</a>
<b>Parks &amp; Recreation Director</b>	Henry “Hank” Tenney	<a href="mailto:hank.tenney@hanovernh.org">hank.tenney@hanovernh.org</a>
<b>Planning &amp; Zoning Director</b>	<i>Position Currently Vacant</i>	
<b>Police Chief</b>	Charlie Dennis	<a href="mailto:charlie.dennis@hanovernh.org">charlie.dennis@hanovernh.org</a>
<b>Public Works Director</b>	Peter Kulbacki	<a href="mailto:peter.kulbacki@hanovernh.org">peter.kulbacki@hanovernh.org</a>
<b>Town Manager</b>	Julia N. Griffin	<a href="mailto:townmgr@hanovernh.org">townmgr@hanovernh.org</a>

- For a complete list of Town staff with email, please go to the Town’s webpage at [www.hanovernh.org](http://www.hanovernh.org) and click on **Contacts/Directory** on the left side of the homepage under **Town Resources**.
- Sign up to receive E-News from the Town of Hanover at [www.hanovernh.org/subscriber](http://www.hanovernh.org/subscriber)

# FLOWERS



*HANGING FLOWER BASKETS – MAIN STREET*



**CONE FLOWERS**



**ZINNIAS**