

FINAL

BOARD OF SELECTMEN'S MEETING

January 5, 2015

7:30 P.M. – MUNICIPAL OFFICE BUILDING – HANOVER, NH

The meeting of the Board of Selectmen was called to order at 7:30 p.m. by Chairman Peter Christie. Present were: Peter Christie, Chairman; Athos Rassias, Vice Chairman; Bill Geraghty, Selectman; Nancy Carter, Selectman; Jay Buckey, Selectman; and Julia Griffin, Town Manager.

1. PUBLIC COMMENT.

Chairman Christie asked for Public Comment. There were no comments from the public.

2. DISCUSSION WITH TWIN PINES HOUSING TRUST AND AFFORDABLE HOUSING COMMISSION REGARDING PROPOSED SENIOR VILLAGE CONCEPTUAL PLANNING PROJECT.

Ms. Griffin stated that Andrew Winter and Laura Beliveau from the Twin Pines Housing Trust (TPHT) were present to speak to the Board about this conceptual planning project as they are exploring the possibility of expanding senior housing at the Summer Park site. Ms. Griffin noted that this initially came forward at the recommendation of Bob Strauss from the Affordable Housing Commission meetings.

Ms. Griffin reported that she and Vicki Smith followed up with Twin Pines Housing Trust to see about expanding and enhancing senior housing on the Summer Park site and potential adjoining properties.

Mr. Winter introduced himself and noted that Laura Beliveau is their General Counsel, Project Manager and also a Hanover resident. He stated that he had PowerPoint presentation materials for the Board to review.

Mr. Winter stated that Twin Pines Housing Trust manages approximately 300 units in the Upper Valley which includes certain affordable units at Gile Hill in Hanover. He stated that they oversee 3rd party property managers. He stated that "affordable housing" means that it's affordable to individuals at or below the 80% median income. He stated that the area median income in Grafton County is \$67,200 and this criterion is used for different funding programs.

Mr. Winter stated that most of the projects are developed using low income house credits which are allocated by State to eligible projects. He stated that they compete as developers for those tax credits and they typically turn around and sell them to a local fund, a regional fund or a local bank. He reported that Mascoma Savings Bank historically has been a big buyer of tax credits; they provide TPHT with the equity in exchange for the tax credits to allow them to develop the housing and keep it affordable. He stated that most people have to put down 20% and borrow 80% when purchasing a home but TPHT does the exact opposite. In exchange for that, they agree to rent to income eligible households. Every year tenants have to recertify their income so that TPHT can make sure that they are providing housing to those who really need it.

Mr. Winter referred to a map of the Upper Valley that represents the properties that they have provided. He noted that there are areas that are multi-family units located in Hartford, Hanover, Lebanon and Enfield. Mr. Winter detailed properties in Hartford, Norwich and Woodstock.

Mr. Winter noted that they have secured financing and financial commitments so that they can finish the construction of the final units at Gile Hill. The goal is to get this part of the project complete this spring. He noted that when it is complete they will have a mix of 76 rental units and 44 homeownership units.

Chairman Christie asked about whether funding for these projects has increased or decreased in the past few years. Mr. Winter stated that the federal funding for affordable housing has been a "mixed bag"; the low income house credits have been stable and the community development block grant funding has gone down by 50% in the past 10 years. There have been significant cuts in the Home Program. He expects that they will see funding for the National Housing Trust in the coming years.

Mr. Winter stated that in an effort to support a potential senior village at Summer Park they have just received a commitment from the Charitable Foundation in the amount of \$15,000 as seed money for the project. He reported that they can also go to the NH Housing Finance Authority for pre-development funding for \$30,000 and TPHT will prepare that application once the Town decides whether they wish to pursue this. Mr. Winter stated that they would then approach individuals to support this project.

Mr. Winter stated that in terms of the development process, TPHT would need to be designated as a developer by the Town in order to move forward. He stated that the tax credits cannot be received unless they have site control; TPHT does not need to own it but they need the Town to support this to receive the tax credits. Once funding is in place, they would ask the Town to convey the property to TPHT or an affiliate (with TPHT as general partner) in a limited partnership agreement. Mr. Winter stated that Twin Pines would be the developer and oversee construction and own the property long term.

Chairman Christie asked if the market for selling tax credits is a local or a national market. Mr. Winter stated that it is a national market but they look at local buyers first. He stated that in New Hampshire they often deal with Northern New England Housing Investment Fund out of Portland, Maine. He stated that they are a major buyer of tax credits in Maine and New Hampshire. He noted that Mascoma Savings Bank and Lake Sunapee Bank are investors with them.

Mr. Winter stated that NH Housing ensures perpetual affordability through a restriction on the properties so the developer has to maintain this as affordable housing.

Ms. Griffin stated that the Town developed Summer Park in the early 1970s; they created the Hanover Housing Authority which is the only property that the Housing Authority owns. She noted that Hanover contracts with the Lebanon Housing Authority to tenant the units and oversee the HUD funding Section 8 parts of the units. If the Town wants to explore expanding the senior

housing, they need to have Twin Pines Housing Trust develop that project. She stated that because the 3 buildings are about 45 years old, they don't have elevators and they have electric heat. Ms. Griffin stated that before John Chaffee from the Lebanon Housing Authority retired he suggested that the Town consider making changes to the efficiency units since these units are not as desirable to tenants.

Chairman Christie asked what the Town could do at a minimum for these units. Ms. Griffin stated that the least they could do is to redevelop the property that they currently hold. If they could acquire adjacent properties they could triple the number of units available for senior housing. She noted that there is a lot of work still to do on this project. She stated that Twin Pines could secure funding to do a feasibility study so the Town can determine if this site and the neighboring sites are feasible for redevelopment.

Mr. Winter noted that if they tripled the number of units, they would likely need to include some kind of income tiering within the development. There are 24 units with rental assistance so people are paying 30% of their income in rent and the difference between what they can afford and what it costs to operate the property is made up through a subsidy with HUD (which is federal dollars).

Mr. Winter stated that they could look at other units that are affordable but not subsidized and there could also be a band of market rate units. The goal for Twin Pines is to create affordable housing.

Chairman Christie stated that to get started they would need to have \$45,000. Mr. Winter stated that in anticipation of this conversation, he did approach the NH Charitable Foundation to receive \$15,800 which is now available; \$30,000 is available through the NH Housing Finance Authority and they have indicated their interest in this project. Hanover is one of the most expensive areas in the State for housing.

Selectman Carter asked about the Town's responsibility in the development process. She asked if the Town would step back and let all of the site planning be handled by TPHT when the funding is received. Mr. Winter stated that it is typically a combination of efforts. There would be a collaborative effort to ensure that the needs are being met for the Black Center and for senior housing. Once everyone agrees on the number of units and who is being served, the Town would play a continuing role of oversight around permitting, construction inspection, etc. Ms. Griffin stated that there may be a collaboration of DPW staff when there are opportunities to provide labor, etc.

Selectman Carter asked if these units would be limited to Hanover residents or to people outside of the State. Mr. Winter noted that there are 24 residents living in Hanover today and they need to make sure that they are taken care of. All of the programs require compliance with the Relocation Act and tenants need to be kept up to date in terms of potential relocation. Mr. Winter stated that he anticipates that there will be people from the Upper Valley unless they are relatives of residents in the area.

Selectman Buckey asked if there are any restrictions on resale; how the valuation is determined; and whether TPHT can sell the property at any time. Mr. Winter stated that TPHT is in the business of owning and managing perpetually affordable housing and the intent is to keep it as affordable housing. There are restrictions with NH Housing to make sure that this is maintained. Selectman Buckey asked what would happen if TPHT could not maintain the properties due to financial difficulties. Mr. Winter reported that the State agencies would step in to find a buyer to support the affordable housing long term.

Selectman Buckey asked if the Town gets anything back since the property was donated toward this effort. Mr. Winter stated that some of the benefits to the Town include 1) the property is off the Town's balance sheet; 2) it preserves a resource; 3) the property is not currently on the tax rolls but after TPHT takes it over the Town would receive tax revenue. He noted that Twin Pines pays around \$300,000 in property taxes for all of the properties that they maintain throughout the Upper Valley.

Selectman Buckey noted that there is a restriction on perpetual affordability and asked whether there was a limitation on the market rate housing or is this something that changes over time. Mr. Winter stated that the affordability typically changes over time and every year there are income limits that apply to all of the programs. The market rate units are subject to the market at the time. He noted that they could raise rents on the senior units to the extent that the market allows.

Selectman Geraghty asked whether a person that purchases a market unit can sell the unit at any price or if there are restrictions. Mr. Winter stated that there are market rate units for sale and then there are market rate rentals. The rent can be raised to the extent that the market will bear. The market rate housing that can be sold, at Gile for example, condo owners can do whatever the market will bear. He noted that there are 7 affordable condo units for ownership and there are limits as to how much they can appreciate so that they remain affordable long term.

Selectman Geraghty asked about the issue of having someone purchase a property and then a group of college students share the property. If there are market units available next to the senior housing, he could see the potential for problems. Mr. Winter stated that these can be deed restricted and this can be strictly a rental project. Ms. Griffin provided the example of 55 South Main Street which is deeded to owners who are 55 years old and over.

Selectman Geraghty noted that the issue of relocation will require a lot of communication. Mr. Winter stated that they have legal requirements with regard to relocation. The first step was to meet with the Board of Selectmen and the Affordable Housing Commission to see if this project makes sense. Mr. Winter stated that they don't want people to panic or decide to move over this. He noted that there is a timeline for the project which includes applying for funding in June, August and September. He noted that although they could try to push this through this year by starting the process now, they could hold off for next year.

Selectman Carter clarified with Ms. Griffin that the Town currently receives the rental fees. She asked if this has to be 100% rented in order to meet the needs and if a unit is vacant, whether the

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Town can afford this. Ms. Griffin stated that the Town experiences turnover of 2 or 3 units per year and this could be factored into the feasibility study.

Ms. Griffin noted that it may be advisable to pursue this as a warrant article for Town Meeting. This is very preliminary and they need to do a feasibility study so she will speak with Town counsel Walter Mitchell to determine whether they need to do a letter of agreement with Twin Pines or move forward with a warrant article to explore this project further.

Chairman Christie invited members of the Affordable Housing Commission to speak to the Board.

Bruce Altobelli, Chair of Affordable Housing Commission, has been on the Commission since 2001. He noted that the first project that Bob Strauss pushed for was Gile Hill and then immediately thereafter the discussions turned to Summer Street. He stated that this was one of the many properties that they have looked at within the Town for the past 10 years. It's a wonderful opportunity to redevelop this aged property. The sense of the Commission is that this should move forward and they recommend that the Select Board support this as well.

The Select Board supported the efforts on this project and encouraged them to continue forward.

**3. RECOMMENDATION TO EXECUTE CABLE TELEVISION
FRANCHISE AGREEMENT SHORT-TERM EXTENSION PENDING
COMMENCEMENT OF RENEWAL NEGOTIATIONS.**

Ms. Griffin reported that the Cable Franchise agreement process is highly regulated. The Town's franchise agreement expired on December 31st. She stated that they have been focusing on renegotiation of the extension. She noted that Time Warner and Comcast have split the State of NH in half and they do not compete against each other so there is a process every 10 years to renegotiate the franchise agreement. She noted that they wanted to wait to see the outcome of Comcast's first negotiated agreement with Lebanon. She recommends that the Board go forward with a short-term extension of the current agreement.

Ms. Griffin noted that Institutional Ascertainment and Citizen Ascertainment need to be determined prior to the agreement. She noted that the Institutional Ascertainment portion has been completed. She approached the larger users to see what they would like added in terms of the franchise agreement. She stated that she needs to now focus on the citizen's survey which will likely involve the extension of service. Currently there is a minimum of 20 households per mile that must sign a contract in order to extend service.

Vice Chairman Rassias asked what the institutions were asking for. Ms. Griffin stated that they are looking for additional free drops to buildings, CATV would like some additional equipment and these are things that Comcast may agree to with the renewal.

Selectman Buckey MOVED to Support the Execution of the Cable Franchise Agreement Short-Term Extension Pending Commencement of Renewal Negotiations. Vice Chairman Rassias SECONDED the Motion.

THE BOARD VOTED UNANIMOUSLY TO SUPPORT THE EXECUTION OF THE CABLE FRANCHISE AGREEMENT SHORT-TERM EXTENSION PENDING COMMENCEMENT OF RENEWAL NEGOTIATIONS.

4. RECOMMENDATION TO APPROVE AMENDMENT TO THE KING CONSERVATION EASEMENT AT THE CORNER OF LARAMIE AND KING ROADS.

Ms. Griffin noted that there is only one property involved not two as presented in the Select Board's packets. The Kings originally had 3 properties with a limitation that no more than one home could be built on each of the 3 properties. She stated that one of the children built a home; the second child would like to reserve the right to build a home; and the third child decided that they did not want to build a home on the property and now would like to modify the conservation easement on that parcel so that no houses can be built. The easement would be held by the Society for the Protection of NH Forests and they are looking for the Board's concurrence. Chairman Christie noted that this is in line with the intent from the King family and the property is a large parcel located on the corner of Laramie Road.

Selectman Geraghty MOVED to Authorize the Modification of the King Conservation Easement As Outlined by the Property Owners in Conjunction with the Society for the Protection of NH Forests. Selectman Buckey SECONDED the Motion.

THE BOARD VOTED UNANIMOUSLY IN FAVOR OF AUTHORIZING THE MODIFICATION OF THE KING CONSERVATION EASEMENT AS OUTLINED BY THE PROPERTY OWNERS IN CONJUNCTION WITH THE SOCIETY FOR THE PROTECTION OF NH FORESTS.

5. RECOMMENDATION TO SET A PUBLIC HEARING FOR MONDAY, JANUARY 26, 2015 TO ACCEPT HOMELAND SECURITY GRANT FUNDS FOR INSTALLATION OF VIDEO CAMERA SYSTEM IN THE WATER RECLAMATION FACILITY.

Ms. Griffin noted that in addition to the public hearing for the video camera system, the Board needs to set a public hearing for a second grant fund in the amount of \$175,000 for redundant dispatch console equipment. She noted that Doug Hackett (Communications Coordinator) was able to apply for and secure funds for this equipment.

Vice Chairman Rassias MOVED to Set a Public Hearing for Monday, January 26, 2015 to Accept Homeland Security Grant Funds for Installation of a Video Camera System in the Water Reclamation Facility AND to Accept Homeland Security Grant Funds in the Amount of \$175,000 for Redundant Communications Console Equipment.

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RECLAMATION FACILITY AND TO ACCEPT HOMELAND SECURITY GRANT FUNDS IN THE AMOUNT OF \$175,000 FOR REDUNDANT COMMUNICATIONS CONSOLE EQUIPMENT.

- 6. APPOINTMENTS:**
- Conservation Commission
- Parks & Recreation Board

Ms. Griffin noted that Whit Spaulding and Hugh Mellert would like to be added to the Conservation Commission full members. She noted that Hugh Mellert currently serves on the Conservancy and there is no reason that he can't be appointed as a full member to the Conservation Commission. She noted that this would leave one full seat and one alternate vacancy on the Commission.

Chairman Christie MOVED to Appoint Whit Spaulding and Hugh Mellert to the Conservation Commission. Selectman Buckey SECONDED the Motion.

THE BOARD VOTED UNANIMOUSLY TO APPOINT WHIT SPAULDING AND HUGH MELLERT TO THE CONSERVATION COMMISSION.

Ms. Griffin stated that Mariruth Galbraith expressed an interest in completing Jeff Graham's remaining term on the Parks and Recreation Board.

Selectman Geraghty MOVED to Appoint Mariruth Galbraith to the Parks and Recreation Board. Selectman Buckey SECONDED the Motion.

THE BOARD VOTED UNANIMOUSLY TO APPOINT MARIRUTH GALBRAITH TO THE PARKS AND RECREATION BOARD.

- 7. BANNER REQUEST:**
- Revels North – Summer & Winter Revels

Selectman Buckey MOVED to Approve the Banner Request of Revels North. Vice Chairman Rassias SECONDED the Motion.

THE BOARD VOTED UNANIMOUSLY TO APPROVE THE BANNER REQUEST OF REVELS NORTH.

- 8. ACCEPTANCE OF DONATION:**
- Private Donations for Bridge in Pine Park

Ms. Griffin reported that the donations continue to come in and they require the Board's approval. This money will pay the Town back for materials purchased for the project up front.

Selectman Geraghty MOVED to Accept the Donations for the Pine Park Bridge in the Amount of \$10,650. Vice Chairman Rassias SECONDED the Motion.

THE BOARD VOTED UNANIMOUSLY TO ACCEPT THE DONATIONS FOR THE PINE PARK BRIDGE IN THE AMOUNT OF \$10,650.

9. APPROVAL OF MINUTES:

- December 15, 2014

Vice Chairman Rassias MOVED to Approve the Minutes of December 15, 2014. Selectman Carter SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSTAINED TO APPROVE THE MINUTES OF DECEMBER 15, 2014. (Selectman Buckey abstained from the vote.)

10. ADMINISTRATIVE REPORTS.

Ms. Griffin reported that DPW staff have not been working a lot of overtime but they have been using a lot of sand and salt. She noted that salt is difficult to obtain because of the demand in other parts of the country.

Ms. Griffin mentioned that there are two new State Representatives for Hanover; Chris Brown and Martha Hennessey. She asked the Board if they would like to have the Representatives come to the next meeting. Chairman Christie didn't want to have them give up their time to meet unless they have something that they wish to speak to the Board about. Selectman Buckey asked if they are aware of the loss of revenue and the financial challenges with the NH Retirement System from the Town's perspective.

Ms. Griffin noted that the new members would be on a steep learning curve but she is not shy about letting them know where Hanover stands on issues that arise. Ms. Griffin stated that the New Hampshire Municipal Association would encourage Boards to meet with their Representatives on a regular basis but past practice has been to contact them when something comes up.

Selectman Geraghty suggested that Ms. Griffin reach out to them and welcome them to meet but the Board is sensitive about the best use of their time. Chairman Christie suggested that they have some kind of agenda. Selectman Carter stated that she is confident that the other two experienced State Representatives will help these new members and they can comfortably carry the Town's message.

Ms. Griffin has been appointed as the New Hampshire Retirement System Board of Trustees as the Municipal Representative. She noted that they meet on the 2nd Tuesday of the month. Ms. Griffin stated that she is making her way through the background paperwork. Chairman Christie noted that when this opportunity first came to their attention the Board supported this as it is a critical area of the budget.

11. SELECTMEN'S REPORTS.

Bill Geraghty

Selectman Geraghty had nothing new to report.

Athos Rassias

Vice Chairman Rassias had nothing new to report.

Peter Christie

Chairman Christie reported that the Conservation Commission met in an emergency session on December 30th to deal with the King Hill Amendment that needed to be addressed by the end of the year.

Nancy Carter

Selectman Carter reported that there is a Planning Board meeting tomorrow. She noted that they will be looking at the project at the Co-Op to review parking issues as well as a technical review of the whole zoning ordinance which is taking a great deal of time. Ms. Carter noted for the audience that the Planning Board meetings are always posted on the Town's website.

Jay Buckey

Selectman Buckey reported that the Finance Committee Meeting met tonight and the discussion surrounded the Hanover School Budget which is increasing with unanticipated costs due to Special Education.

12. OTHER BUSINESS.

There was no Other Business reported.

13. ADJOURNMENT.

Vice Chairman Rassias MOVED to Adjourn the Meeting. Selectman Buckey SECONDED the Motion.

THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:38 P.M.

Respectfully Submitted,

Nancy A. Carter, Secretary

Minutes prepared by Elizabeth S. Rathburn.

SUMMARY

1. **Selectman Buckey MOVED to Support the Execution of the Cable Franchise Agreement Short-Term Extension Pending Commencement of Renewal Negotiations. Vice Chairman Rassias SECONDED the Motion.**

THE BOARD VOTED UNANIMOUSLY TO SUPPORT THE EXECUTION OF THE CABLE FRANCHISE AGREEMENT SHORT-TERM EXTENSION PENDING COMMENCEMENT OF RENEWAL NEGOTIATIONS.

2. **Selectman Geraghty MOVED to Authorize the Modification of the King Conservation Easement As Outlined by the Property Owners in Conjunction with the Society for the Protection of NH Forests. Selectman Buckey SECONDED the Motion.**

THE BOARD VOTED UNANIMOUSLY IN FAVOR OF AUTHORIZING THE MODIFICATION OF THE KING CONSERVATION EASEMENT AS OUTLINED BY THE PROPERTY OWNERS IN CONJUNCTION WITH THE SOCIETY FOR THE PROTECTION OF NH FORESTS.

3. **Vice Chairman Rassias MOVED to Set a Public Hearing for Monday, January 26, 2015 to Accept Homeland Security Grant Funds for Installation of a Video Camera System in the Water Reclamation Facility AND to Accept Homeland Security Grant Funds in the Amount of \$175,000 for Redundant Communications Console Equipment.**

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4. **Chairman Christie MOVED to Appoint Whit Spaulding and Hugh Mellert to the Conservation Commission. Selectman Buckey SECONDED the Motion.**

THE BOARD VOTED UNANIMOUSLY TO APPOINT WHIT SPAULDING AND HUGH MELLERT TO THE CONSERVATION COMMISSION.

5. **Selectman Geraghty MOVED to Appoint Mariruth Galbraith to the Parks and Recreation Board. Selectman Buckey SECONDED the Motion.**

THE BOARD VOTED UNANIMOUSLY TO APPOINT MARIRUTH GALBRAITH TO THE PARKS AND RECREATION BOARD.

6. **Selectman Buckey MOVED to Approve the Banner Request of Revels North. Vice Chairman Rassias SECONDED the Motion.**

THE BOARD VOTED UNANIMOUSLY TO APPROVE THE BANNER REQUEST OF REVELS NORTH.

7. **Selectman Geraghty MOVED to Accept the Donations for the Pine Park Bridge in the Amount of \$10,650. Vice Chairman Rassias SECONDED the Motion.**

THE BOARD VOTED UNANIMOUSLY TO ACCEPT THE DONATIONS FOR THE PINE PARK BRIDGE IN THE AMOUNT OF \$10,650.

8. **Vice Chairman Rassias MOVED to Approve the Minutes of December 15, 2014. Selectman Carter SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSTAINED TO APPROVE THE MINUTES OF DECEMBER 15, 2014. (Selectman Buckey abstained from the vote.)

9. **Vice Chairman Rassias MOVED to Adjourn the Meeting. Selectman Buckey SECONDED the Motion.**

THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:38 P.M.