

Board of Selectmen
Meeting Minutes
May 12, 2020

Present: James C. Bailey III, Chairman; John P. Stohrer, Selectman; David J. Rogers, Selectman; Laura Buono, Town Administrator.

In Attendance: Bill Goss, Leigh Bosse, Riche' Colcombe.

1. OPEN SESSION

Riche' Colcombe – Ms. Colcombe commented on the Town's website and her opinion that it could use an update. She had submitted an email with regard to her concerns about that as well as what she considers a delay in the Tooky Mills Planning Board application to expand their outside deck. Ms. Buono said she had responded to all of Ms. Colcombe's concerns and the fact that the Tooky Mills application comes with abutter objection and based on some back and forth correspondence, has the possibility of being appealed no matter which way the Planning Board rules. Because of that, the Board has taken the time to make sure they utilize a virtual platform that has more manageability in order to run the public hearing. With regard to the website being compared to two smaller and/or less busy communities Ms. Buono said unfortunately Hillsborough does not have a dedicated IT person for the reason of working solely on the website so other staff members work on placing information on the site as requested on top of their workload. That being said, they will be reviewing some of Ms. Colcombe's suggestions and how we can make the website more user friendly.

2. BILL GOSS RE: PAVING BIDS

Bill Goss met with the Selectmen to present the 2020 Paving Bids. He said there were six companies who sent in pricing for the projects he was planning on having done this year (Boulder Road, McNeil, Sections of Old Henniker, Municipal Drive and edges of meeting Hill) The bids were as follows:

| | | |
|-----------------------|-------------------|--------------|
| • United Construction | Paving | \$ 74.00/ton |
| | Reclaim and Grade | \$ 1.85/yd |
| • R & D Paving | Paving | \$ 74.34/ton |
| | Reclaim and Grade | \$.94/yd |
| • Advanced | Paving | \$ 79.00/ton |
| | Reclaim and Grade | \$ 2.45/yd |
| • Allstate Asphalt | Paving | \$ 78.50/ton |
| | Reclaim and Grade | \$ 1.10/yd |
| • GMI | Paving | \$ 68.90/ton |
| | Reclaim and Grade | \$ 1.28/yd |
| | Handwork | \$ 95.00/ton |
| • Pike | Paving | \$ 68.75/ton |
| | Reclaim and Grade | \$ 1.25/yd |

Pike Industries were the lowest and Mr. Goss recommended the Selectmen award the 2020 Bid to them. Chairman Bailey moved to award the 2020 Paving Contract to Pike Industries. Motion was seconded by Selectman Stohrer. A vote was taken. Motion passed unanimously.

Mr. Goss also informed the Board that the downtown sweeping has been done and line painting has been scheduled. He confirmed that the Selectmen wanted solid crosswalks again downtown. Ms. Buono reminded Mr. Goss about an email that was received from a resident who was concerned about

the slippery surface of the solid crosswalks when they are wet (on motorcycle). Mr. Goss will bring the concern up to the painting company and said they may be able to put more sand in the mixture.

Mr. Goss also said that the Water & Sewer Department decided not to place a new transmission line under Municipal Drive which is the reason he has kept that road on the paving list this year. He said when they decide to put in a new line they will be using Harvey Way for that project.

3. **OTHER BUSINESS**

Farmer's Market COVID-19 Guidelines – Ms. Buono brought up safety guidelines she had emailed to the Selectmen with regard to the opening of the Farmer's Market and handed copies to those in attendance. She said there were several communities who adopted such guidelines for their markets and the copy she sent to the Board was modeled after the City of Concord. Ms. Buono said Selectman Stohrer had commented to her that requiring sanitation stations may prove difficult since they are hard to find right now so, she took that requirement out. Most individuals carry their own hand sanitizer now and with the other requirement that the vendors are the only ones who should be handling the produce, that cuts down on some risks. The Selectmen felt the guidelines were simple and reasonable. Chairman Bailey moved to adopt the guidelines as presented. Motion was seconded by Selectman Stohrer. A vote was taken. Motion passed unanimously. Ms. Buono will forward the guidelines to Robin Sweetser.

Museum Lift – Chairman Bailey said he met with Always Accessible with regard to the lift for the museum. He said that some of the Historical Society members had different ideas with regard to the type of lift so they discussed that along with how the lift would be able to be used. Chairman Bailey said currently it looks like they may be able to come in the first week of June to clear things out of the way so the project can get started soon after. Ms. Buono will review the schedule since they're trying to hold off on large expenses until revenue from the first issue tax bill comes in.

First Responder Stipends – Ms. Buono brought up the First Responder Stipends that Governor Sununu implemented for Police, Fire and EMT's which range from \$50 to \$300 per week. She said the funds are supplied by the State of NH through for a period of 8 weeks and the only portion of the cost that the Town is responsible for are the payroll taxes but based on information she has received, those are reimbursable through the CARES Act Funds. Ms. Buono said communities are allowed to opt out of giving the stipends to our employees if the Board so chooses. Chairman Bailey moved to accept and award the first responder stipends. Motion was seconded by Selectman Rogers. A vote was taken. Motion passed unanimously.

Town Operations Update – Ms. Buono said the staggered schedules for the Town Office Staff ended May 4th so everyone is in the building at the same time now however the building is still closed to the public. The service windows continue to work well and many people are taking advantage of our online services. She said all other departments are operating at 100% with no one currently in quarantine although our Youth Services Department still has two employees laid off due to Project Genesis being closed. Police activity has picked back up and because of that, we now need to go back to having two dispatchers on and although we looked into various options to do that safely, there doesn't appear to be options within the dispatch center to provide safe distances between employees (it's very tight in there). Since there is no other area within the building to place the second dispatcher, they will be renting a job trailer to run the lines to so they can operate efficiently. We will attempt to get the cost of the trailer reimbursed through the CARES Act Funds or other financial programs for this emergency.

Outdoor Seating Application – Ms. Buono presented the Board with a one page application for restaurants to use to provide outdoor seating during the Stay-at-Home Order 2.0. Once a restaurant

submits the application to the Planning Director, it will be reviewed together by the Fire Chief, Code Enforcement Officer and Health Officer to make sure it meets the guidelines and approved. Ms. Buono said the approval will remain in effect until the Governor allows restaurants to open their indoor dining. The Board reviewed the application and added another item to it which states that any violation of the guidelines will result in the approval being terminated. Chairman Bailey moved to approve the Outdoor Seating Application as amended. Motion was seconded by Selectman Stohrer. A vote was taken. Motion passed unanimously.

Yard Sales – Ms. Buono said they have been receiving some inquiries as to whether or not the Town Wide Yard Sale will happen during Memorial Day weekend as it is each year. She said currently yard sales and flea markets are not allowed under the Governor’s Order. Leigh Bosse who is a member of Hillsborough Pride said they will be postponing the event until a later date.

Tooky Mills Request – Ms. Buono said Tooky Mills has submitted a request to temporarily use the sidewalk in front of their restaurant in order to place tables for food service. They submitted a drawing of the table placement for the Board to review. The Selectmen discussed the request as well as the plan submittal and had concerns about the tables along the curbing and felt those may have to be removed so that the tables only run along the building. Chairman Bailey said the sidewalk has to stay open so people can walk by. Selectman Rogers suggested the tables be physically set up for the Fire Chief and Code Enforcement Officer before final approval. Chairman Bailey moved to allow the use of the sidewalk contingent upon final approval from the Fire Chief and Code Enforcement Officer as discussed. Motion was seconded by Selectman Stohrer. A vote was taken. Motion passed unanimously.

4. **MANIFEST MOTION**

Chairman Bailey moved to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 15755– 15785 a/k/a Vouchers 19 & 20 in the amount of \$171,965.24 (includes 133 direct deposit stubs) and Accounts Payable Check number 023092 – 023169 a/k/a Voucher 17 & 18 in the amount of \$88,707.41. Motion was seconded by Selectman Rogers. A vote was taken. Motion passed unanimously.

5. **CONSENT AGENDA**

Chairman Bailey moved to approve the Consent Agenda for May 12, 2020. Motion was seconded by Selectman Rogers. A vote was taken. Motion passed unanimously.

- Intents to Cut – County Road Map 2 Lots 1, 40, 40-1, 40-2; Center Street Map 9 Lot 47-1-2; Preston Street Map 12 Lot 49
- PSNH dba Eversource Abatement and Credit per settlement agreement Map/Lot 999-001-000
- Gravel Tax Abatements – Map 7 Lot 71; Map 10 Lot 44
- Yield Taxes Assessed in the amounts of \$2,110.57; \$2,477.70; \$5,540.48

6. **APPROVAL OF MINUTES**

Chairman Bailey moved to approve the Selectman Notes for April 28, 2020 as written. Motion was seconded by Selectman Stohrer. A vote was taken. Motion passed unanimously.

7. **LONG-TERM PROJECTS**

Sidewalk Project – Ms. Buono said they received an update from Scott Bourcier (engineer) on the sidewalk project which has been delayed due to staffing on the State level because of the pandemic

issues. Mr. Bourcier said: "We are currently waiting for the last 3 of 20 items to be addressed; FHWA (via Jill Edelmann), iPAC response (via from Bob Hudson of NHDOT), and NH Parks & Rec. We anticipate FHWA next week, but not sure about iPAC or NH Parks. I am hopeful that once we have FHWA we can submit a "draft" NEPA to NHDOT for review and then NHDOT would release the Preliminary Design Review Comments. Once we have the Preliminary Design Review Comments, then we can be at full speed ahead again with the project. I have staff waiting for this work and anxious to progress this project. Our goal continues to advertise the project for construction in February 2021".

Woods Woolen Mills – Ms. Buono said they received a complaint that an abutter to the site was illegally dumping trash within the building and upon investigation it was found that the lock on the lower gate had been cut and removed. No trash had been dumped as the complaint report stated and the lock was replaced with a much heavier gage chain.

Manahan Boat Dock – Chairman Bailey spoke with contacted Jen McCourt with regard to doing the engineering work for the dock but she was not available to do it. She recommended Granite State Engineering and Chairman Bailey said he met with them at the location and showed them the project. He said they felt confident the job could be done as outlined and they would be able to get the permit to align the dock with the ramp.

250th Celebration – Ms. Buono said she was contacted by the Historical Society who offered to begin some of the steps for the 250th Celebration which she gladly accepted. She said she will hopefully be able to contact various groups in Hillsborough next month asking them for their participation in the Celebration.

ADJOURNMENT

Chairman Bailey moved to adjourn at 7:40 p.m. Motion was seconded by Selectman Rogers. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono
Town Administrator

Approved by:
Hillsborough Board of Selectmen

Date: _____

James C. Bailey III, Selectman

John P. Stohrer, Selectman

David J. Rogers, Selectman